

Student Information

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Access this page by clicking **Student Information** in the top-right corner of any page in the TxEIS Student system.

The report provides demographic information, contact information, discipline records, attendance records, special program enrollment information, schedules and health information (Medical Alert) from the Attendance, Discipline, Grade Reporting, Health, and Registration applications depending on your security rights.

Data is displayed for one student at a time.

View data:

The School Year field displays the year for which you are logged on. Click to select another school year for which to view data.

To filter the report, enter data in one or more of the following fields:

The Campus ID field displays the campus to which you are logged on. Click to select another campus for which to view data. Only campuses to which you have access are listed in the drop down.

In the Grade field, click to select the grade level from which you want to view a list of students.

Note: Leave the Student ID and Search By Name fields blank and click Directory to get a list of students from a particular grade level. Otherwise leave the Grade field blank.

In the Student ID autosuggest field, begin typing the student ID.

Note: If you were on a page that allowed you to retrieve and select a student, Student Information will retrieve that student's data.

As you begin typing the number, a drop-down list displays students whose IDs match the numbers you have typed. The drop-down list also displays student last names, first names, middle names, grade levels, and WD if the student is withdrawn or a no show. From the drop-down list you can select the student.

If you do not know the student ID, click Directory to select a student from the directory.

In the Search By Name autosuggest field, begin typing the student's name in one of the following formats:

Last name, comma, first name

Last name initial, comma, first name initial

As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, grade levels, and WD if the student is withdrawn or a no show. From the drop-down list you can select the student.

Click Retrieve to generate the report with the selected data.


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