


# Student Information

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# Student Information

Access this page by clicking **Student Information** in the top-right corner of any page in the TxEIS Attendance, Grade Reporting, or Registration applications.

This report provides demographic information, contact information, discipline records, at-risk criteria, 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.

**NOTE**: When the report is run, and the student is not At Risk, the At Risk column will appear on the report, but will show N for every row.

Data is displayed for one student at a time.

Accessing Test Scores data

- To view a student's STAAR 3-8 and/or EOC test scores data, you must have security access to Test Scores > Maintenance > Individual Maintenance > EOC and/or STAAR 3-8.
- To view the STAAR Assessment data, select grade level 3-8.
- To view the EOC Assessment data, select grade level 9-12.
- The information is printed on the report below the **Semester # Crs Info** section.

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| **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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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.<br><br>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.

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# Other functions and features:

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| **Exit** | Close the report. |


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