

SRG0400 - Student Information Sheets

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This is the same report as the Student Information report which is available by clicking **Student Information** in the top-right corner of any page in the ASCENDER 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.

If a student was already retrieved, data for the selected student is displayed. Otherwise, the page is blank and you can use the fields at the top of the report page to retrieve a student.

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.

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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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