


# Assignment Inquiry

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# Assignment Inquiry

***Scheduling > Maintenance > Student Schedules > Assignment Inquiry***

This tab displays a student's assigned courses and instructors for all semesters.

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## View data:

Select a student.

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

| | |
|---|---|
| **Student** | 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 *begins with* 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.<br><br>The student can also be located by typing the name in one of the following formats:<br><br>• Last name, comma, first name (smith, john)<br>• Last name initial, comma, first name initial (s,j)<br>• Comma, first name (,j) |
| **Texas Unique Stu ID** | Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed.<br><br>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.<br>Review the Assign a TSDS Unique ID guide for additional information. |
| **Directory** | Click to select a student from the Directory. |

| | |
|---|---|
| **(photo)** | If a photo exists for the student, the student photo is displayed.<br><br>From Registration > Maintenance > Student Enrollment, you can change the student photo:<br><br>1. Hover over the image, and click **Change**. The Change Student Photo window opens.<br><br>2. Click **Choose File**. Locate and open the file for the new image.<br><br>3. Click **Save**. The window closes, and the new image is displayed.<br><br>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. |

| | |
|---|---|
| **Medical Alert** | View medical warning.<br>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. |

The student's status, current and next year grade levels, control number, and team are displayed.

In the **Grade** field, the student's current year grade level is displayed followed by his next year grade level in parentheses.

- The grade level in parentheses is based on the **Year End Status** field on Registration > Maintenance > Student Enrollment > Demo3.
- For 12th grade students who are not being retained next year, the message “Graduating” is displayed.
- For students with a PEIMS year-end-status code of 2, 10, or 15, the current year and next year grade levels are the same.
- 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 **Status**.

The student's schedules for semesters 1 and 2 are displayed. If the campus has more than two semesters, the schedules for semesters 3 and 4 can also be displayed.

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