



# **registration\_student\_nonenrolled\_directory**



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## Using the Directory to retrieve a non-enrolled student

In this scenario **Campus** has two purposes:

The screenshot shows the 'Student Information' interface for Texas. At the top, it displays 'Save', 'Student Information', 'School Year: 2021-2022', and 'Campus 001: 001 School'. Below this, there are search fields for 'Last Name', 'First Name', 'Campus ID' (set to 001), 'Grade Level', and 'Texas Unique Stu ID'. A 'Search' button is present. Below the search fields is a table of student records. The 'Campus' column in this table is circled in red. At the bottom of the table, there are navigation buttons: 'First', '<', '1: AVILA - RIVERA', '/ 1', '>', and 'Last'.

Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Unique Stu ID
005915	3	AVILA	JOHN	GLENN	001	10	423764429	1732775639
008552	2	BLUEFORD	EMILY	DALLAS	001	09	480460110	2122396959
013121	5	CHEN	ECTOR	RENEE	001	11	444720826	2977181822
012993	6	CRUZ	LAYLA		001	12	402500690	7472684815
	18	Curro	Leopoldo		001		493626750	
	22	Estancia	Maria		001		668998787	8545213213
	21	Garcia	Marita		001		743072046	8743121021

- For an enrolled student, the **Campus ID** is the *enrollment campus*. There is a **Stu ID** associated with the student.
- For a non-enrolled student, the **Campus ID** is the *evaluation campus*. There is not a **Stu ID** associated with the student. These students have a **CF ID** which will act as a Stu ID for reporting purposes.

To retrieve students in the Directory who do not have an Evaluation Campus ID assigned on  
*Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Child Find Data:*

- Clear the **Campus ID** field, then click **Search**. All students display.
- Click on the student's **CF ID** to retrieve the student.

District Administration

Save Student Information School Year: 2

Student: Child Find SPPI-11 X

Last Name:  First Name:  Campus ID:  Grade Level:  Texas Unique Stu ID:  Search

Close

Stu ID	CF ID	LastName	FirstName	Mi	Campus	Grd	SSN	Unique Stu ID
009364	8	AGUILAR	TIMOTHY	RENEE	041	06	453624266	3458692544
010451	14	ALLEN	EMMA	SHREEFE	102	02	525028016	1356691226
010442	13	ALVA	JOHN	LA'DARIUS	102	02	474839947	7166957829
005915	3	AVILA	JOHN	GLENN	001	10	423764429	1732775639
014046	1	BELL	JASMINE	LIONEL	105	KG	558145665	1525572447
008552	7	BLUEFORD	EMILY	DALLAS	001	09	480460110	2122396959
014208	30	CARR	DANIA	CHRISTIAN	105	KG	255374016	7638791586
013121	5	CHEN	ECTOR	RENEE	001	11	444720826	2977181822
012993	6	CRUZ	LAYLA		001	12	402500690	7472684815
	18	Curro	Leopoldo		001		493626750	
	22	Estancia	Maria		001		668898787	8545213213
	21	Garcia	Marita		001		743072046	8743121021
	20	Julio	Gervasio				542418670	
	19	Lalia	Amalya		105		420360577	
	31	LIDDELL	ALICE	H	001	10	463659801	
013070	10	MILLER	JADE	GABRIEL	041	07	509673686	7325632722
007473	4	RIVERA	LEXI	BONNIE LEE	001	10	705841329	7776121858
013697	12	ROSE	JAMES	MAERY	105	PK	186231961	1827731725
013351	2	SMITH	RONALD	MARIE	105	PK	278499473	2826324237

First  1 : AGUILAR - SMITH / 1  Last



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