



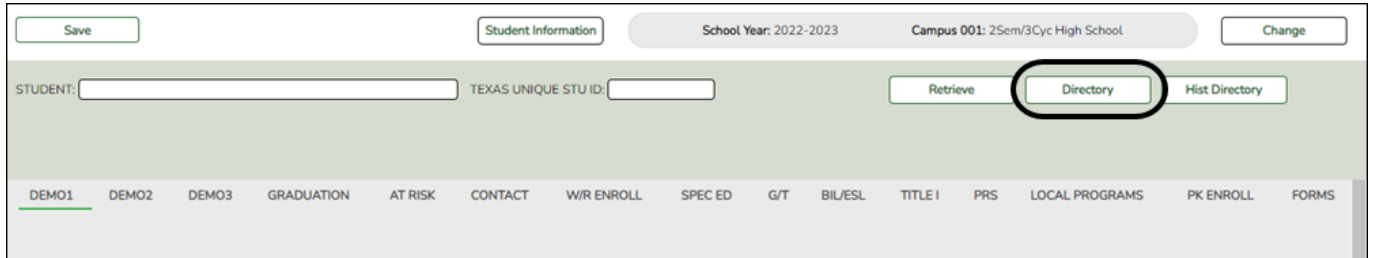
Student Directory

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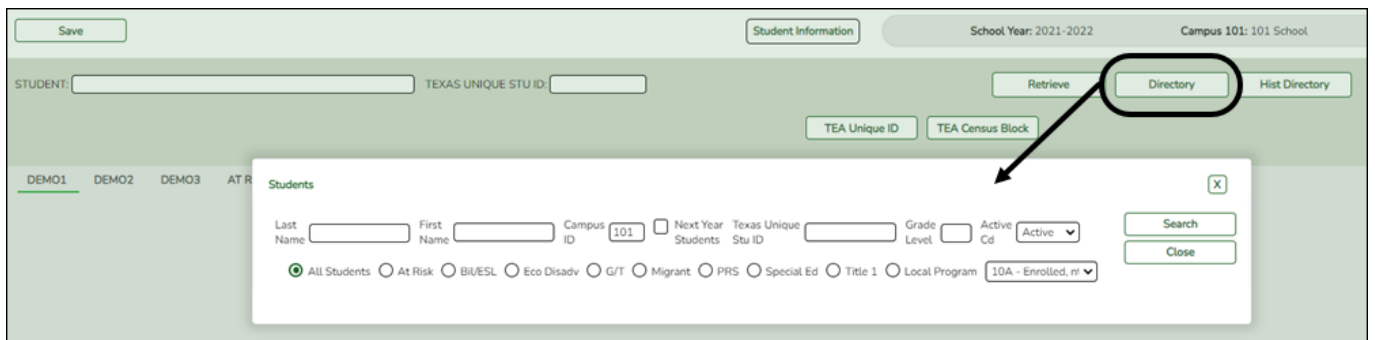
Student Directory

The Student Directory allows you to search for a student and retrieve the student’s record to the page from which you accessed the directory. You can search for a student by last and/or first name. Other options allow you to narrow the search further.

On pages where student data is retrieved, click **Directory** to open the Student Directory.



The Student Directory opens in a pop-up window.



You can search for a student by last and/or first name. Other options allow you to narrow the search further. Enter data in any or all of the following fields:

Enter data in one or more of the following fields. **Not all fields are displayed in all applications.**

Last Name	Type all or part of the student's last name to retrieve students whose last name <i>begins with</i> the letters you have typed.
First Name	Type all or part of the student's first name to retrieve students whose first name <i>begins with</i> the letters you have typed.
Campus	Type the three-digit campus ID to select students at a particular campus. Leave blank to select from students at all campuses.
Track	This field is only displayed on Attendance Posting pages where the Directory is available. The field displays the track selected on the posting tab and cannot be modified.

Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed. 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. Review the Assign a TSDS Unique ID guide for additional information.
Next Year Students	Select to identify which Next Year Students to retrieve.
Sex	Type M or F to limit the search results to male or female students only.
Grade	Type or select the grade level to retrieve students in a specific grade level.
Active Cd	Select students with a specific status (i.e., <i>Active</i> or <i>Inactive</i>). Select <i>All</i> to retrieve active and inactive students.

NOTE: Some applications allow you to filter students by certain criteria:

- **Attendance, Discipline, Grade Reporting, Health, Registration and Test Scores** - You can select one or more special or local programs to retrieve only students who participate in the selected program(s).
- **Registration** - On the Maintenance > Student Maintenance tabs, the **Next Year Students** field allows the option to retrieve students with record status 5 (i.e., *not currently enrolled in this district, will attend next year*) in the search results. When you select a record-status-code 5 student to be retrieved, a warning message is displayed to inform you that the student is not enrolled in the current year.
- **Test Scores** - You can select one or more specific tests to retrieve only students who have a record for the selected test(s).

Click **Search**. The students who meet the criteria entered are displayed.

Students
X

Last Name: First Name: Campus ID: Next Year Students Texas Unique Stu ID: Grade Level: Active Cd:

All Students
 At Risk
 Bil/ESL
 Eco Disadv
 G/T
 Migrant
 PRS
 Special Ed
 Title 1
 Local Program

Save Filter For Prev Next

Stu ID	Last Name	First Name	MI	Campus	Grd	SSN	Unique Stu ID	Orig Entry	Entry Date	WD Date
004195	ABEE	KELSON	E	101	PK	●●●●●-1695	3592829845	08-09-2021	08-09-2021	
004001	ACOSTA RIOS	TANNER	N	101	03	●●●●●-2542	2889287485	08-09-2021	08-09-2021	
004144	ACOSTA-RIOS	EVERETT	H	101	02	●●●●●-9490	7326978388	08-09-2021	08-09-2021	
004474	ADAMS	BRADLEY	P	101	03	●●●●●-8309	7593428667	08-09-2021	08-09-2021	
004197	ADERHOLD	KATELYN	A	101	02	●●●●●-7347	2196218269	08-09-2021	08-09-2021	
004180	ALEMAN	COLLIN	W	101	02	●●●●●-3985	5842334861	08-09-2021	08-09-2021	
004224	ARNOLD	SHAYLYNN	P	101	01	●●●●●-3447	2152774285	08-09-2021	08-09-2021	
003959	ARRIZOLA	BRAYDEN	A	101	03	●●●●●-4325	6762725368	08-09-2021	08-09-2021	
003592	BACHMEYER	SHELBY	L	101	04	●●●●●-6743	7253235832	08-09-2021	08-09-2021	
004264	BAILEY	ADDISON	S	101	KG	●●●●●-5555	7232669985	08-09-2021	08-09-2021	
004317	BAILEY	LANE	S	101	01	●●●●●-1111	2622958183	08-09-2021	08-09-2021	
004275	BALDREE	WELDON	A	101	KG	●●●●●-6998	2118734228	08-09-2021	08-09-2021	
004230	BALUSEK	JORDYN	L	101	KG	●●●●●-2333	3573724223	08-09-2021	08-09-2021	
004273	BARRINGTON	ALLYSON	M	101	01	●●●●●-2557	7427826897	08-09-2021	08-09-2021	
004383	BECKERMANN	VALERIE	B	101	KG	●●●●●-8769	7827349571	08-09-2021	08-09-2021	
004169	BEHRENDT	ETHAN	R	101	PK	●●●●●-1372	7447524591	08-09-2021	08-09-2021	
004288	BLANKENSHIP	BRYCE	N	101	PK	●●●●●-2333	1741216381	08-09-2021	08-09-2021	
003985	BOECKER	JEFFREY	L	101	01	●●●●●-2537	6241843859	08-09-2021	08-09-2021	
003837	BRAVO	GENESIS	A	101	03	●●●●●-8294	7841427432	08-09-2021	08-09-2021	
003791	BREDER	MARIA	C	101	02	●●●●●-6011	7364281657	08-09-2021	08-09-2021	

First 1: ABEE - BREDER / 12 Last

Total Students: 239

- If there are multiple pages, [page through the list](#).

In most applications, the **Total Students** field in the bottom-right corner of the directory displays the total number of students retrieved.

Save Filter For Prev Next	<p>In Grade Reporting and Registration, this field is displayed once you click Search.</p> <p>Select to save any criteria you have selected and apply the criteria as you scroll through this students on the page from which you clicked Directory. This saved information is only for the session.</p>
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Click the student ID for the student you want to retrieve. The directory closes, and the student's information is displayed on the page from which you accessed the directory.

Click **Cancel** or **Close** to return to the previous page without selecting a student.



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