



demo

Table of Contents

Student Demographic (Fall) 1

Student Demographic (Fall)

State Reporting > Maintenance > Fall > Student > Demo

Update data for the *StudentExtension*, *StudentProgramExtension*, and *StudentSchoolAssociationExtension* complex types as needed.

The *StudentExtension* complex represents a student for whom instruction and/or services are provided in an elementary, secondary, or post-secondary educational program under the jurisdiction of an LEA.

The *StudentProgramExtension* complex represents any program designed to work in conjunction with or to supplement the main academic program. Programs may provide instruction, training, services or benefits through federal, state, or local agencies. Programs may also include organized extracurricular activities for students.

The *StudentProgramExtension* complex represents any program designed to work in conjunction with or to supplement the main academic program. Programs may provide instruction, training, services or benefits through federal, state, or local agencies. Programs may also include organized extracurricular activities for students.

The *StudentSchoolAssociationExtension* complex represents the campuses in which a student is enrolled and/or withdrawn.

Cross reference for Student Demographic tab:

State Reporting Field	Element	ASCENDER Field(s)
Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement		
Associate Degree	ASSOCIATE-DEGREE-INDICATOR-CODE (E1596) (Code table: C088)	Associate Degree
Registration > Maintenance > Student Enrollment > Demo1		
First Name	FIRST-NAME (E0703)	Name - First
Middle Name	MIDDLE-NAME (E0704)	Name - Middle
Last Name Name	LAST-NAME (E0705)	Name -Last
Generation	GENERATION-CODE (E0706) (Code table: C012)	Name - Gen
TX Unique Stu ID	TX-UNIQUE-STUDENT-ID (E1523)	Texas Unique Student ID
Date of Birth	DATE-OF-BIRTH (E0006)	DOB
Sex	SEX-CODE (E0004) (Code table: C013)	Sex
Grade Level	GRADE-LEVEL-CODE (E0017) (Code table: C050)	Grade
Hispanic	HISPANIC-LATINO-CODE (E1064) (Code table: C088)	Hispanic/Latino

State Reporting Field	Element	ASCENDER Field(s)
Races - American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088)	American Indian/Alaskan Native
Races - Asian	ASIAN-CODE (E1060) (Code table: C088)	Asian
Races - Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088)	Black/African American
Races - Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088)	Hawaiian/Pacific Isl
Races - White	WHITE-CODE (E1063) (Code table: C088)	White
Attribution Cd	STUDENT-ATTRIBUTION-CODE (E1000) (Code table: C161)	Attribution Cd
Campus of Residence	CAMPUS-ID-OF-RESIDENCE (E0903)	Camp ID Resid
ADA Eligibility	ADA-ELIGIBILITY-CODE (E0787) (Code table: C059)	Elig Code
Economic Disadvantage	ECONOMIC-DISADVANTAGE-CODE (E0785) (Code table: C054)	Eco Disadvan
Military Connected	MILITARY-CONNECTED-STUDENT-CODE (E1529) (Code table: C197)	Military Connected
Foster Care	FOSTER-CARE-INDICATOR-CODE (E1528) (Code table: C196)	Foster Care
Star of Texas Award	STAR-OF-TEXAS-INDICATOR-CODE (E1601) (Code table: C088)	Star of Texas Award
Registration > Maintenance > Student Enrollment > Demo3		
Campus of Accountability	CAMPUS-ID-OF-ACCOUNTABILITY (E1027)	Campus of Account
Unaccompanied Youth Status	UNACCOMPANIED-YOUTH-STATUS-CODE (E1084) (Code table: C192)	Unaccomp Youth Status Cd
Migrant	MIGRANT-INDICATOR-CODE (E0984) (Code table: C088)	Migrant
Early Reading	EARLY-READING-INDICATOR-CODE (E1522) (Code table: C195)	Early Reading Cd
Asylee/Refugee	UNSCHOOLED-ASYLEE/REFUGEE-CODE (E1076) (Code table: C183)	Asylee/Refugee Cd
Homeless Status	HOMELESS-STATUS-CODE (E1082) (Code table: C189)	Homeless Status Cd
Registration > Maintenance > Student Enrollment > W/R Enroll		
Campus of Enrollment	CAMPUS-ID-OF-ENROLLMENT (E0782)	Entry/Exit Date
Registration > Maintenance > Student Enrollment (Directory)		
Local ID	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)
Registration > Maintenance > Student Enrollment > Local Programs		
Crisis Code	CRISIS-CODE (E1054) (Code table: C178)	Other Spc Pgms
T-STEM	T-STEM-INDICATOR-CODE (E1559) (Code table: C088)	Other Spc Pgms
ECHS	ECHS-INDICATOR-CODE (E1560) (Code table: C088)	Other Spc Pgms
P-TECH	P-TECH-INDICATOR_CODE (E1612) (Code table: C088)	Other Spc Pgms

State Reporting Field	Element	ASCENDER Field(s)
New Tech	NEW-TECH-INDICATOR-CODE (E1647) (Code table: C088)	Other Spc Pgms
Registration > Maintenance > Student Enrollment > PK Enroll		
PK Elig Prev Year	PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE (E1649) (Code table: C088)	PK Elig Prev Year
Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information		
IEP Continuer	EP-CONTINUER-INDICATOR-CODE (E1564) (Code table: C088)	IEP Continuer
Calculated		
As of Status	AS-OF-STATUS-CODE (E1002)	Generated by the program during the extract
State Reporting > Utilities > TEA Census Block > Import Census Block		
Student Census Block	STUDENT-CENSUS-BLOCK-GROUP (E1648)	Generated by the program during the import

Modify a record:

[Select a student](#)

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

Stu ID	Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers 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.
Stu Name	Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> • Last name, comma, first name • Last name initial, comma, first name initial <p>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.</p>
Texas Unique Stu ID	Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.
Directory	Click Directory to select a student from the directory .

Click **Retrieve** to retrieve the selected student.

Under **Demographic Information:**

First Name	FIRST-NAME (E0703) Type the person's legal first name, up to 60 characters.
-------------------	--

Middle Name	MIDDLE-NAME (E0704) Type the person's legal middle name, up to 60 characters.
Last Name	LAST-NAME (E0705) Type the person's legal last name, up to 60 characters.
Generation	GENERATION-CODE (E0706) Code table: C012 Select the generation suffix attached to the person's name.
TX Unique Stu ID	TX-UNIQUE-STUDENT-ID (E1523) Type the student's ten-digit unique student ID. The ID cannot begin with zero. The Texas Unique Student ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).
Crisis Code	CRISIS-CODE (E1054) Code table: C178 Complete the five Crisis Code fields as needed. The code indicates a state health or weather-related crisis event affecting a group of students which may require additional funding, educational, or social services. The event may or may not cause the student to leave the district or campus of residence. A crisis event is designated by the Commissioner of Education. In ASCENDER, a generic program code should be created for a crisis, and the student is enrolled in the program on the Generic tab. The following codes can be entered: Blank, 00, 1A, 1B, 1C, 2A, 2B, 2C, 8A, 8B, 8C, 9A, 9B, 9C. For the 2020-2021 school year, if the As of Status Cd field is not set to A and crisis code data is reported, then the valid crisis code values must be 00, 8A, 8B, 8C, 9A, 9B, or 9C.
Date of Birth	DATE-OF-BIRTH (E0006) Type the person's date of birth in the MMDDYYYY format.
Sex	SEX-CODE (E0004) Code table: C013 Select the person's gender.
Grade	GRADE-LEVEL-CODE (E0017) Code table: C050 Select the student's current grade level.
Hispanic	HISPANIC-LATINO-CODE (E1064) Code table: C088 Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Student Census Block	STUDENT-CENSUS-BLOCK-GROUP (E1648) The field indicates the census block in which the student resides. The field is automatically populated when data exists in the database (i.e., when State Reporting > Utilities > TEA Census Block is run) or the field may be edited with a 12-digit numeric value if the student qualifies.										
Races	<p>Code table: C088</p> <p>Select one or more races, regardless of whether the person is Hispanic/Latino:</p> <table border="1" data-bbox="323 421 1481 1196"> <tr> <td data-bbox="323 421 512 568">American Indian</td> <td data-bbox="520 421 1481 568">AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).</td> </tr> <tr> <td data-bbox="323 575 512 786">Asian</td> <td data-bbox="520 575 1481 786">ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).</td> </tr> <tr> <td data-bbox="323 792 512 898">Black</td> <td data-bbox="520 792 1481 898">BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.</td> </tr> <tr> <td data-bbox="323 904 512 1048">Pacific Islander</td> <td data-bbox="520 904 1481 1048">NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td> </tr> <tr> <td data-bbox="323 1055 512 1196">White</td> <td data-bbox="520 1055 1481 1196">WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.</td> </tr> </table>	American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).	Asian	ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).	Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.	Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.
American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).										
Asian	ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).										
Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.										
Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.										
White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.										

Under **Status Indicators**:

Attribution Code	<p>STUDENT-ATTRIBUTION-CODE (E1000) Code table: C161</p> <p>Select the code to indicating the way in which the student attends school.</p> <p>Rule 40110-0110: If the student's attribution code is 00, 12, 22, 24, 26, or 28 (i.e., student resides within the boundaries of the school district), the Campus of Residence must be blank.</p> <p>Rule 40110-0111: If the student's attribution code is 03, 06, 07, or 10 (i.e., student resides outside the school district), the Campus of Residence is required, and the first six characters of the campus ID of residence must <i>not</i> match the district ID (i.e., the campus ID of residence must not be in the reporting district).</p>
-------------------------	--

Campus of Enrollment	<p>CAMPUS-ID-OF-ENROLLMENT (E0782)</p> <p>Type or select the ID for the campus at which a student is enrolled.</p> <p>For the fall submission (S1), the field should be blank unless you are reporting students with as-of-status code C, E, or G.</p> <p>For the summer submission (S3), the campus of enrollment should always be blank.</p> <p>For the extended submission (S4), the campus of enrollment is required and allowed only for students participating in the bilingual/ESL summer school program.</p>
Campus of Accountability	<p>CAMPUS-ID-OF-ACCOUNTABILITY (E1027)</p> <p>Select the campus number that is reported in the fall submission (S1) and summer submission (S3).</p> <p>When reported in the fall submission, this field is used to determine assessment data attribution for campus accountability for a student enrolled at a DAEP or JJAEP campus on the fall snapshot.</p> <p>When reported in the summer submission, this field is used to determine attendance and/or leaver data attribution for campus accountability.</p> <p>The Campus of Accountability field is used for students who were enrolled only at a Disciplinary Alternative Education Program (DAEP) and/or a Juvenile Justice Alternative Education Program (JJAEP). The Campus of Accountability cannot be a DAEP and/or a JJAEP.</p>
Unaccompanied Youth Status	<p>UNACCOMPANIED-YOUTH-STATUS-CODE (E1084) Code table: C192</p> <p>Select the student's unaccompanied youth status code.</p> <p>Rule 40100-0095: This field cannot be blank or 0 if the Homeless Status field is set to a value other than 0.</p>
Campus of Residence	<p>CAMPUS-ID-OF-RESIDENCE (E0903)</p> <p>Type the campus ID number for the campus attendance area in which the student currently resides.</p>
IEP Continuer	<p>IEP-CONTINUER-INDICATOR-CODE (E1564) Code table: C088</p> <p>Select the code indicating if the student is at least 18 years old as of September 1 and has satisfied the credit requirements for high school graduation, but has not completed his individualized education program (IEP), and is enrolled and receiving IEP services.</p> <p>Rule 40100-0164: If IEP Continuer is selected, the student's LEAVER-REASON-CODE cannot be 01 (graduated).</p>

Migrant	<p>MIGRANT-INDICATOR-CODE (E0984) Code table: C088</p> <p>Select if the student or the student's parent, spouse, or guardian is a migratory agricultural worker, including dairy worker or fisher, and in the preceding 36 months, in order to accompany the parent, spouse, or guardian to obtain temporary or seasonal employment in agricultural or fishing work:</p> <p>Has moved from one school district to another, or</p> <p>Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.</p>
Early Reading	<p>EARLY-READING-INDICATOR-CODE (E1522) Code table: C195</p> <p>Select the student's early reading indicator code, which allows you to indicate whether a student is eligible for accelerated reading instruction as specified by the administered reading instrument.</p>
ADA Eligibility	<p>ADA-ELIGIBILITY-CODE (E0787) Code table: C059</p> <p>Select the student's eligibility status as reflected in the attendance accounting records of the district.</p> <p>Rule 40110-0004: If the student's ADA eligibility code is 3 or 6 (i.e., a transfer student), the Campus of Residence field is required, and the first six characters cannot match the district ID (i.e., the campus must not be in the reporting district).</p> <p>Special Rule 40110-0126: If a student's age on September 1 of the current school year is 5, and GRADE-LEVEL-CODE is "PK", then ADA-ELIGIBILITY-CODE must be "4" or "5".</p>
Economic Disadvantage	<p>ECONOMIC-DISADVANTAGE-CODE (E0785) Code table: C054</p> <p>Select the code indicating the student's economic disadvantage status.</p>
Asylee/Refugee	<p>UNSCHOOLED-ASYLEE/REFUGEE-CODE (E1076) Code table: C183</p> <p>Select the code indicating whether the student's initial enrollment in a school in the United States in grade levels 7-12 was as an unschooled asylee or refugee per TEC Section 39.027(a-1).</p>

Military Connected	<p>MILITARY-CONNECTED-STUDENT-CODE (E1529) Code table: C197</p> <p>Select the code indicating if the student is a dependent of a member of the United States military service in the Army, Navy, Air Force, Marine Corps, or Coast Guard on active duty, the Texas National Guard, or a reserve force of the United States military.</p> <p>Rule 40100-0122: If the field is set to 4, then the Grade field must be set to PK.</p> <p>Rule 40100-0123: This field only applies to students in grade levels PK-12; it does not apply to EE students. EE students should have the field set to 0.</p> <p>Rule 40100-0124: This field must be set to 0 for any student whose As-of Status field set to A (i.e., <i>enrolled prior year, not enrolled in the current school</i>).</p>
Foster Care	<p>FOSTER-CARE-INDICATOR-CODE (E1528) Code table: C196</p> <p>Select the code indicating if the student is in the conservatorship of the Department of Family and Protective Services (DFPS) currently, or was previously in the conservatorship of DFPS.</p>
Homeless Status	<p>HOMELESS-STATUS-CODE (E1082) Code table: C189</p> <p>Select the student's homeless status code.</p> <p>Rule 40100-0146: If this field is not 0, and the As-of Status field is B, D, F, or X, the At Risk indicator field on the Enrollment tab must be selected.</p> <p>Rule 40100-0095 I: If this field is set to a value other than 0, the Unaccompanied Youth Status field cannot be blank or 0.</p>
Parent Request Retention	<p>TWEDS Data Element PARENT-REQUEST-RETENTION-INDICATOR (E1729) (Code Table C088) indicates an enrolled student was retained at the request of the parent or guardian.</p> <p>For the 2021-2022 school year, report any student in grades PK-12 retained at the request of the parent or guardian.</p> <p>For the 2022-2023 school year and beyond, report any student in grades PK-3 retained at the request of the parent or guardian.</p>

Under **Miscellaneous**:

As-of Status	<p>AS-OF-STATUS-CODE (E1002) Code table: C163</p> <p>Select the student’s enrollment status. It is required for the fall submission (S1) and summer submission (S3); it should be left blank for the extended submission (S4).</p> <p>Rule 40100-0119: A student enrolled on the PEIMS fall snapshot date who is reported as in the conservatorship of the Department of Family and Protective Services (i.e., the Foster Care Cd field is set to 1), must have the At Risk field selected on the Enrollment tab.</p> <p>Rule 40100-0140: If this field is set to anything except A, then the Foster Care Cd and Military Connected Cd fields must be reported.</p> <p>Rule 40100-0146: If this field is B, D, F, or X, and the Homeless Status field is not 0, the At Risk indicator field must be selected on the Enrollment tab.</p>
T-STEM	<p>T-STEM-INDICATOR-CODE (E1559) Code table: C088</p> <p>Select if the student is participating in the Texas Science, Technology, Engineering and Mathematics (T-STEM) Initiative program.</p> <p>Rule 40100-0148: The field can only be selected for students in grade levels 6-12.</p>
ECHS	<p>ECHS-INDICATOR-CODE (E1560) Code table: C088</p> <p>Select if the student is participating in the Early College High School (ECHS) program.</p> <p>Rule 40100-0149: The field can only be selected for students in grade levels 9-12.</p>
Associate Degree	<p>ASSOCIATE-DEGREE-INDICATOR-CODE (E1596) Code table: C088</p> <p>Select if the student received acknowledgment for earning an associate degree while in high school.</p> <p>Rule 40100-0158: This field can only be selected for students in grade level 11 or 12.</p>
Star of Texas Award	<p>STAR-OF-TEXAS-INDICATOR-CODE (E1601) Code table: C088</p> <p>Select if the student is eligible for the Star of Texas award, which provides free prekindergarten programs in public schools for the children (at least three years old) of certain first responders (HB 357 Section 29.153).</p> <p>This field applies only to PK students. The field will be blank for all other students (Rule 40100-0166).</p> <p>Rule 40100-0109: If GRADE-LEVEL-CODE is PK and student is ADA eligible (ADA-ELIGIBILITY-CODE is 1, 2, 3, or 6), then either EMERGENT-BILINGUAL-INDICATOR-CODE must be 1, ECONOMIC-DISADVANTAGE-CODE must be 01, 02, or 99, MILITARY-CONNECTED-STUDENT-CODE must be 4, FOSTER-CARE-INDICATOR-CODE must be 1 or 2, HOMELESS-STATUS-CODE must be a value other than 0, or STAR-OF-TEXAS-INDICATOR-CODE must be selected.</p>

<p>P-TECH</p>	<p>P-TECH-INDICATOR-CODE (E1612) Code table: C088</p> <p>Select if the student is in grade level 9-12 and participating in the Pathways in Technology (P-TECH) Early College High School program.</p> <p>Rule 40100-0124: P-TECH cannot be selected if As of Status is A (<i>enrolled in prior year, not current</i>) and Homeless Status is 0 (<i>not homeless</i>).</p> <p>Rule 40100-0168: If P-TECH is selected, the student's grade level must be 9-12.</p> <p>NOTE: P-TECH only applies if the student's Campus of Enrollment offers a P-TECH program.</p> <p>For Submission 1, this indicator should be reported for students enrolled on the PEIMS Fall snapshot date.</p> <p>For Submission 3, this indicator should be reported for students enrolled at any point in the year.</p> <p>For Submission 4, this indicator should be reported if the student is reported for a summer program.</p>
<p>New Tech</p>	<p>NEW-TECH-INDICATOR-CODE (E1647) Code table: C088</p> <p>Select if the student is in grade level 7-12 and enrolled in a New Tech Network campus as identified by the New Tech Network.</p> <p>Rule 40100-0194: If New Tech indicator code is 1, the student's grade level must be 07-12.</p>

Click **Save**.

Add

[Add a student.](#)



Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

State Stu ID	<p>This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable.</p> <ul style="list-style-type: none"> • The first character must start with S or 0-8. • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120.
---------------------	--

The following fields are required:

Fall	Summer	Extended
<ul style="list-style-type: none"> • State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status 	<ul style="list-style-type: none"> • State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status • Campus • Foundation Coursework • Unaccompanied Youth Status (if Homeless Status is not 0) • Career and Technical Ed • Foster Care • Military Connected 	<ul style="list-style-type: none"> • State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Foster Care

Click **Save**.

	<p>Delete a row.</p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
Delete	<p>Delete all of the student's records.</p> <p>Click Delete to delete all of the student's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Change ID	<p>Change the student's ID.</p> <p>The Change ID button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click Change ID. The Change Student ID section is displayed at the top of the page.</p> <p>In the New Student ID field, type a valid social security number that you would like to change the existing ID to, and then click Submit.</p> <p>The Change Student ID dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Prev and Next	<p>Scroll through students.</p> <p>Once a student is retrieved, click Prev or Next to scroll to the previous or next student alphabetically.</p>



Back Cover