



**leaverdiv**



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# Leaver

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Include the short page introduction here.

### Modify a record:

#### Select a student

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

<b>Stu ID</b>	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.
<b>Stu Name</b>	Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> 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.
<b>Texas Unique Stu ID</b>	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.
<b>Directory</b>	Click <b>Directory</b> to select a student from the <a href="#">directory</a> .
<b>Field</b>	<b>Description</b>
<b>Campus ID</b>	CAMPUS-ID-OF-ENROLLMENT (E0782)  Type or select the three-digit campus ID.
<b>Pass/Fail</b>	PASS/FAIL-CREDIT-INDICATOR-CODE (E0949) Code table: C136  Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported.  Rule 43415-0036: If a student passed a course where <b>Dual Credit</b> is selected and <b>Course Sequence</b> is 0, 2, 5, or 9, then <b>College Credit Hrs</b> must be greater than 0.

Click **Save**.

\*\*NOTE:

## Other functions and features:

### Delete a row.

Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.



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