



leaverdiv

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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:


| | |
|----------------------------|--|
| 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 | <p>Begin typing the student's name in one of the following formats:</p> <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 . |
| Field | Description |
| Campus ID | <p>CAMPUS-ID-OF-ENROLLMENT (E0782)</p> <p>Type or select the three-digit campus ID.</p> |
| Pass/Fail | <p>PASS/FAIL-CREDIT-INDICATOR-CODE (E0949)</p> <p>Code table: C136</p> <p>Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported.</p> <p>Rule 43415-0036: If a student passed a course where Dual Credit is selected and Course Sequence is 0, 2, 5, or 9, then College Credit Hrs must be greater than 0.</p> |

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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