



registration_childfind_sppi11_demoenroll

Table of Contents

Information retrieved on this tab for an enrolled student is read-only and cannot be modified. Information can only be edited on *Registration > Maintenance > Demo1*.

Exclude from reporting is not used with enrolled students and is disabled on this screen.

Absences Within Timeframe is a calculation derived from the number of absences between the **Consent to Evaluation Received Date** and the **Initial Evaluation Date** found on *Child Find Data* and counts only those absences in an Average Daily Attendance (ADA) period. If those dates have not been entered, the field will show 0. This number is used by TEA to determine if the district is in compliance.

The screenshot shows a web form titled "Student Information" for the school year 2021-2022. At the top, there is a "Save" button and a "Student Information" tab. Below the header, the student's name is entered as "012993 : CRUZ, LAYLA" and the Texas Unique Student ID is "7472684815". There are "Retrieve" and "Directory" buttons. The form is divided into two sections: "DEMOGRAPHICS / ENROLLMENT" and "CHILD FIND DATA". Under "Demographic Information", fields include Name (First: LAYLA, Middle: , Last: CRUZ), Sex (F), DOB (05-21-2004), SSN (402-50-0690), Texas Unique Stu ID (7472684815), and various ethnicity checkboxes (White checked, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Isl). An "Exclude from reporting" checkbox is also present. Under "Enrollment Information", fields include Grade (12), Instructional Track (01), and Absences Within Timeframe (0).

Retrieve a Student:

NOTE: The **Student** field does not auto-complete at this time.

- Type the exact Student ID or the exact Texas Unique Student ID.
- Click **Retrieve**.

OR

- Click **Directory** to select a student from the directory.

The **Directory** screen will display students that have been marked with the Child Find: SPPI-11 indicator on *Maintenance > Student Enrollment > Demo1*.

Child Find:SPPI-11

Last Name: First Name: Campus ID: 001 Grade Level: Texas Unique Stu ID:

Search Close

Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Unique Stu ID
012993	5	CRUZ	LAYLA		001	12		

First < 1 / 1 > Last

NOTE:

- The **CF ID** is the ID auto-generated.
- The **Campus ID** field auto-populates with the campus number on which the user is logged in.
- The **Campus** number identifies the student's campus of enrollment.

☐ Click the student's **CF ID** to Retrieve.



Back Cover