



Student Demographic (Summer)

Table of Contents

Student Demographic (Summer) 1

Student Demographic (Summer)

State Reporting > Maintenance > Summer > Student > Demo

Update data for the *StudentExtension* and *StudentGraduationProgramExtension* 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 *StudentGraduationProgramExtension* complex represents students who are pursuing or have completed a graduation program such as the Foundation High School Program.

[Cross reference for Student Demo tab:](#)

State Reporting Field	Element	ASCENDER Field(s)
As-of Status	AS-OF-STATUS-CODE (E1002) (Code table: C163)	automatically generated
Last Date of Enrollment	LAST-DATE-OF-ENROLLMENT (E1044)	automatically generated
Registration > Maintenance > Student Enrollment > Demo1		
First Name	FIRST-NAME (E0703)	Name (first)
Middle Name	MIDDLE-NAME (E0704)	Name (middle)
Last Name	LAST-NAME (E0705)	Name (last)
Generation	GENERATION-CODE (E0706) (Code table: C012)	Name (generation)
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	GRADE-LEVEL-CODE (E0017) (Code table: C050)	Grade
Hispanic	HISPANIC-LATINO-CODE (E1064) (Code table: C088)	Hispanic/Latino
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

State Reporting Field	Element	ASCENDER Field(s)
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 Code	STUDENT-ATTRIBUTION-CODE (E1000) (Code table: C161)	Attribution Cd
Campus of Residence	CAMPUS-ID-OF-RESIDENCE (E0903)	Camp ID Resid
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
Section 504 Services	SECTION-504-INDICATOR-CODE (E1603) (Code table: C088)	IEP/Sec 504 Services
SBEC/Trained Staff	---	SBEC
Section 39.023 Mods	—	Section 39.023
Dyslexia Risk	DYSLEXIA-RISK-CODE (E1644) (Code table: C222)	Dyslexia Risk
Registration > Maintenance > Student Enrollment > Demo3 or Graduation Plan > Maintenance > Student > Individual Maintenance > PGP		
Public Services	PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE (E1546) (Code table: C199)	Public Services
Foundation Coursework	FHSP-PARTICIPANT-CODE (E1541) (Code table: C199)	Foundation Coursework
Business and Industry	BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE (E1545) (Code table: C199)	Business and Industry
Distinguished Coursework	FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) (Code table: C199)	Distinguished Coursework
Multi Disciplinary Studies	MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE (E1548) (Code table: C199)	Multi Disciplinary Studies
Arts and Humanities	ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE (E1547) (Code table: C199)	Arts and Humanities

State Reporting Field	Element	ASCENDER Field(s)
STEM	STEM-ENDORSEMENT-INDICATOR-CODE (E1544) (Code table: C199)	STEM
Registration > Maintenance > Student Enrollment > W/R Enroll		
Campus	CAMPUS-ID-OF-ENROLLMENT (E0782)	Entry/Exit Date
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 Pgm
ECHS	ECHS-INDICATOR-CODE (E1560) (Code table: C088)	Other Spc Pgm
IGC	INDIVIDUAL-GRADUATION-COMMITTEE-REVIEW-CODE (E1563) (Code table: C201)	Other Spc Pgm
Intervention Strategy	INTERVENTION-STRATEGY-INDICATOR-CODE (E1602) (Code table: C088)	Other Spc Pgms
Section 504	SECTION-504-INDICATOR-CODE (E1603) (Code table: C088)	Other Spc Pgms
P-TECH	P-TECH-INDICATOR-CODE (E1612) (Code table: C088)	Other Spc Pgms
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)
Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement		
Associate Degree	ASSOCIATE-DEGREE-INDICATOR-CODE (E1596) (Code table: C235)	Associate Degree

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).
Local ID	LOCAL-STUDENT-ID (E0923) (Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.
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.
Crisis Cd	CRISIS-CODE (E1054) Code table: C178 Enter an appropriate Crisis Code for the student. Up to five codes may be entered.
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.

Races	Code table: C088	
	Select one or more races, regardless of whether the person is Hispanic/Latino:	
	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	STUDENT-ATTRIBUTION-CODE (E1000) Code table: C161 Select the code to indicating the way in which the student attends school. 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. 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).
-------------------------	--

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>
PK Elig Prev Yr	<p>PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE (E1649) Code table: C088</p> <p>Select if the four-year-old student is eligible for enrollment in a PK class because this student was eligible for enrollment at age three in the previous school year.</p> <p>Validation: Rule 40100-0192: If GRADE-LEVEL-CODE is PK, and ADA-ELIGIBILITY-CODE is 1-3 or 6, and either EMERGENT-BILINGUAL-INDICATOR-CODE is 1, or ECONOMIC-DISADVANTAGE-CODE is a value other than 00, or MILITARY-CONNECTED-STUDENT-CODE is 4, or FOSTER-CARE-INDICATOR-CODE is a value other than 0, or HOMELESS-STATUS-CODE is a value other than 0, or STAR-OF-TEXAS-INDICATOR-CODE is 1, then then PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE must be 0.</p> <p>40100-0193: If PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE is 1, then September 1 age must be 4 or 5.</p>
Virtual Student Not in Membership	<p>STUDENT-NOT-IN-MEMBERSHIP (E1735) Code table: C088</p> <p>Select to identify a student who spent at least half of their instructional time enrolled in virtual courses without the benefit of funding under ADA.</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>

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>
Gen. Ed. Homebound	<p>GENERAL-EDUCATION-HOMEBOUND-INDICATOR (E1730) (Code Table C088) indicates that a student was provided services through the General Education Homebound program at any time during the current school year. As outlined in the SAAH, the instruction delivered through the GEH Program can be done in-person or remotely. Reported for all grade levels.</p> <p>Select if a student was provided services through the General Education Homebound program.</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>

Dyslexia	DYSLEXIA-INDICATOR-CODE (E1530) Code table: C088 Select to indicate whether a student is identified under TEC §48.009.
Foster Care	FOSTER-CARE-INDICATOR-CODE (E1528) Code table: C196 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.
Homeless Status	HOMELESS-STATUS-CODE (E1082) Code table: C189 Select the student's homeless status code. 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. 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.
Dyslexia Risk	DYSLEXIA-RISK-CODE (E1644) Code table: C222 Select the results of screening for dyslexia and related disorders required under TEC §38.003(a). Rule 40100-0188: If Grade is KG or 01, Dyslexia Risk must have a value. Rule 40100-0189: If Grade is not KG or 01, Dyslexia Risk must be blank.
Dyslexia Screening Exception	DYSLEXIA-SCREENING-EXCEPTION-REASON (E1732) Code table: C231 Select an exception from the drop-down menu to indicate the reason a student in kindergarten or first grade was not screened for dyslexia or related disorders during the dyslexia screening window.

Under **Miscellaneous**:

As-of Status	AS-OF-STATUS-CODE (E1002) Code table: C163 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). 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. 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. 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.
---------------------	---

Last Date of Enrollment	<p>Type the date of the student's final day of enrollment in the regular school year. Use the MMDDYYYY format.</p> <p>This field is mandatory for students in grade levels 7-12 and is collected only in submission 3.</p> <p>If the student was enrolled in the district on the final day of the regular school year, the Last Date of Enrollment is the final day of the school year. If the student was enrolled in the district at some time during the year, but not on the final day of the school year, the Last Date of Enrollment is the last day the student was enrolled in the district.</p> <p>Each student has only one Last Date of Enrollment regardless of the number of times he was enrolled during the school year. If a student was enrolled in the district, left, and enrolled again, the Last Date of Enrollment is the student's final date of enrollment.</p>
Career and Technical Ed	<p>CAREER-AND-TECHNICAL-ED-IND-CD (E0031) Code table: C142</p> <p>Select the code indicating whether the student is enrolled in a state-approved career and technical education course.</p> <p>Edit 1012V: If this field is set to 3, the student's grade level must be 12.</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>
IGC	<p>INDIVIDUAL-GRADUATION-COMMITTEE-REVIEW-CODE (E1563) Code table: C201</p> <p>Select the code indicating if an Individual Graduation Committee (IGC) has been established for the student. This field can only be set to 01 (i.e., IGC Reviewed) if the student is in grade level 11 or 12; it is not used for students in grade levels below 11.</p>
Associate Degree	<p>ASSOCIATE-DEGREE-INDICATOR-CODE (E1596) Code table: C088</p> <p>Select an option from the drop-down menu if the student received acknowledgment for earning an associate degree while in high school.</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). This field applies only to PK students.</p>
P-TECH	<p>P-TECH-INDICATOR-CODE (E1612) Code table: C088</p> <p>Select if the student in grade level 9-12 is participating in the Pathways in Technology (P-TECH) Early College High School program. This only applies if the campus offers a P-TECH program.</p>
Intervention Strategy	<p>INTERVENTION-STRATEGY-INDICATOR-CODE (E1602) Code table: C088</p> <p>Select if the student participated in an intervention strategy at any time of the year.</p> <p>Rule 40110-0188: Intervention Strategy and Section 504 should not both be set to 1 in the interchange.</p>
Section 504	<p>SECTION-504-INDICATOR-CODE (E1603) Code table: C088</p> <p>Select if the student received assistance through either an aid, accommodation, or service under Section 504 Rehabilitation Act of 1973 at any time during the school year.</p> <p>Rule 40110-0186: There should be at least one student who has this field selected.</p> <p>Rule 40110-0188: Intervention Strategy and Section 504 should not both be set to 1 in the interchange.</p> <p>Rule 40110-0189: Special Ed and Section 504 cannot both be selected. (The Special Education Division has stated that a student should not be identified as both Section 504 and Special Education.)</p>
IEP/Sec 504 Svcs	<p>DYSLEXIA-SERVICES-CODE (E1650) Code table: C224</p> <p>Select if the student received this type of dyslexia or related service a student at any time during the school year: Services for dyslexia or a related disorder with an individualized education program developed for the student under Section 29.005; or a plan developed for the student under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).</p>
SBEC/Trained Staff	<p>DYSLEXIA-SERVICES-CODE (E1650) Code table: C224</p> <p>Select if the student received this type of dyslexia or related service a student at any time during the school year: Instruction that meets applicable dyslexia program criteria established by the State Board of Education; and is provided by a person with specific training in providing that instruction.</p>

Section 39.023 Mods	DYSLEXIA-SERVICES-CODE (E1650) Code table: C224 Select if the student received this type of dyslexia or related service a student at any time during the school year: Permission, on the basis of having dyslexia or a related disorder, to use modifications in the classroom or accommodations in the administration of assessment instruments under Section 39.023.
New Tech	NEW-TECH-INDICATOR-CODE (E1647) Code table: C088 Select to indicate if a student in grades 7-12 is enrolled in a New Tech Network campus as identified by the New Tech Network.
EB	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) (Code Table: C061) Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.

Under **Graduation Program**, select the student's **Campus**, and indicate all coursework and endorsements the student is pursuing, not pursuing, or has completed.

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**.

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