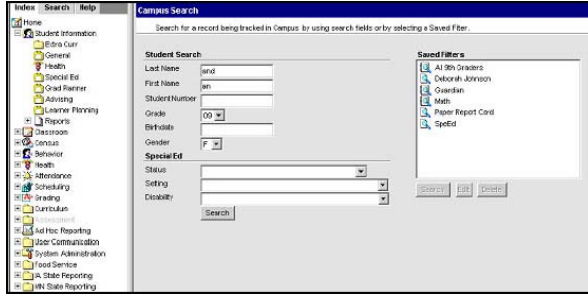
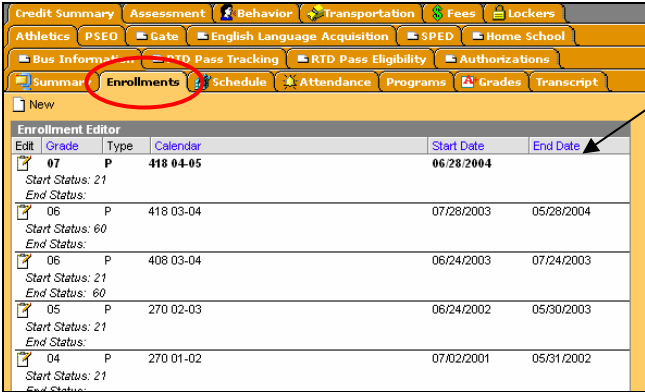
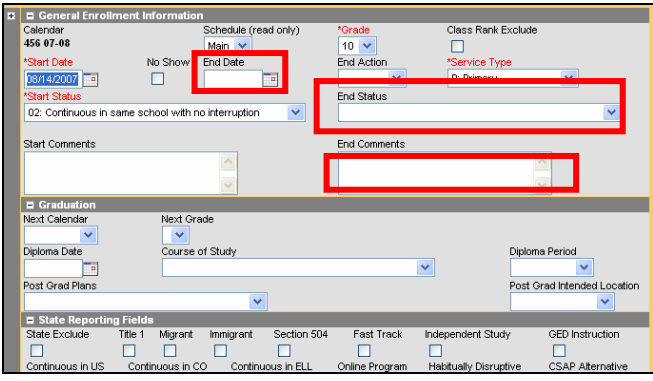


Window	Information
<p>Searching for a Person</p> 	<ol style="list-style-type: none"> 1. From the Index, expand the Student Information folder by clicking on the plus (+) sign. 2. Select the General folder. 3. Select the Search tab, Search by Student. In the Advanced Search window, search by last name, first name or student ID. Click the Search button when finished. 4. A list of students that matched the input criteria will appear in the Search index on the left.
<p>Inactivating a Student</p> 	<ol style="list-style-type: none"> 1. Select the Enrollment tab. 2. Select the current line of enrollment which is the top line, bold one, no end date (hover over the line and click to select).
	<p>In the General Enrollment Information section:</p> <ol style="list-style-type: none"> 1. Enter in an End Date. 2. Select an End Status code from the drop down. 3. Enter in an End Comment, <u>if leaving DPS</u> or Projected/future School Name, City, State, School year, Grade. <p>Click Save</p>
<p>These fields will be entered based on the Request for Records information sent by the Non-DPS school. Refer to the Adequate Documentation Quick Reference Guide for guidelines on how to complete the District Defined Elements.</p>	