

The process for updating a student with your district and school is to:

- From the home page, select the student search to find the student
- Once the student is identified, and returned in the search, click the name in the search results to get the information for the student
- Get as much information for the student like last, first, local school id, birth date – you can even print the page with the student information
- Go back to the home page
- Select enter individual student from the menu and enter the information obtained for the student in the previous step, but use your district and school number
- When you select the assign state id button, the system will look for a student that matches the one you are attempting to create and find the one you had previously found. The system will then assign the student to your district. If the information you entered is not exactly the same other than the district and school codes, you may need to click the resolve near match button and complete that process
- Once the student is assigned to your district, you can select the edit student button (after going back to search for the student and finding them) and then can make necessary changes.

Let me know if you still have questions.