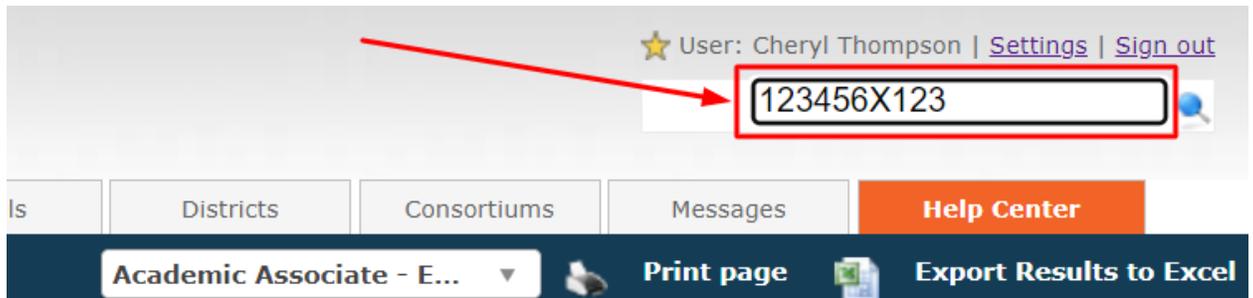


# Editing a Student's Information

## LAUSD/Imagine Learning Job Aid

1. In the Find a Student search – enter the student's ID Number

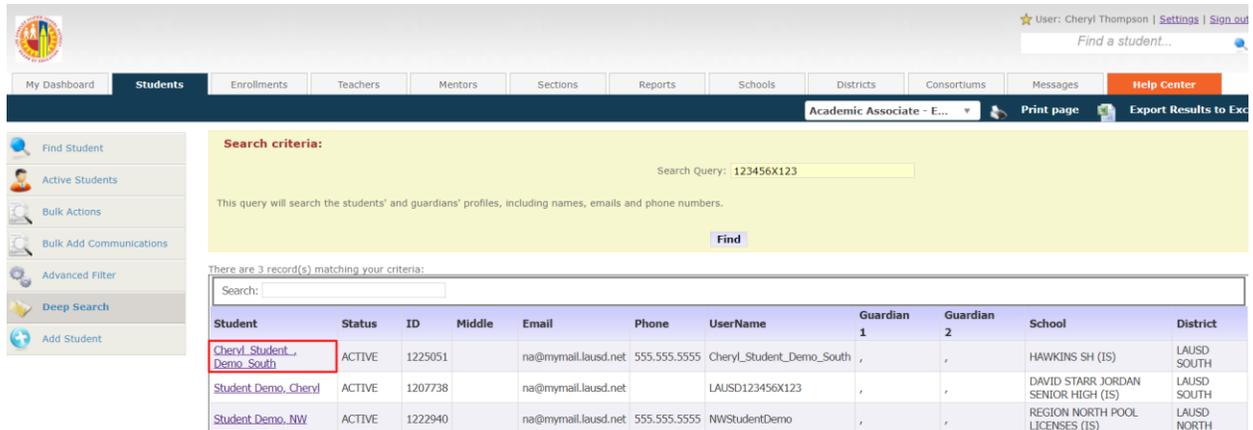


★ User: Cheryl Thompson | [Settings](#) | [Sign out](#)

is    Districts    Consortiums    Messages    **Help Center**

Academic Associate - E...    Print page    Export Results to Excel

2. Click on the student's name – if there are more than one option, select the account that is Active:



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Find a student...

My Dashboard    **Students**    Enrollments    Teachers    Mentors    Sections    Reports    Schools    Districts    Consortiums    Messages    **Help Center**

Academic Associate - E...    Print page    Export Results to Excel

**Search criteria:**

Search Query: 123456X123

This query will search the students' and guardians' profiles, including names, emails and phone numbers.

**Find**

There are 3 record(s) matching your criteria:

Student	Status	ID	Middle	Email	Phone	UserName	Guardian 1	Guardian 2	School	District
<b>Cheryl_Student_Demo_South</b>	ACTIVE	1225051		na@mymail.lausd.net	555.555.5555	Cheryl_Student_Demo_South	,	,	HAWKINS SH (IS)	LAUSD SOUTH
Student_Demo_Cheryl	ACTIVE	1207738		na@mymail.lausd.net		LAUSD123456X123	,	,	DAVID STARR JORDAN SENIOR HIGH (IS)	LAUSD SOUTH
Student_Demo_NW	ACTIVE	1222940		na@mymail.lausd.net	555.555.5555	NWStudentDemo	,	,	REGION NORTH POOL LICENSES (IS)	LAUSD NORTH

3. In the left-hand menu under Main Information click on Edit Information:



**Main Information**

- [Main Page](#)
- [Dashboard](#)
- [Edit Information](#)**
- [External Files](#)
- [View Calendar](#)
- [Guardian Accounts](#)
- [EES Settings](#)
- [EES Settings-Snapshots](#)
- [SES Alerts Student Log](#)



4. Scroll down to the Academic section and make sure the following items are up to date – Status (set to Active), Site Group, Local School Name, Grade Level, Possible NCAA Athlete, Cohort Year:

**Academic**

Status: ACTIVE	Local School Name: Select...
Enrollment Status: Select...	LAUSD Student ID: 123456X123
Site Group: Select...	Graduation Date: <input type="text"/>
Counselor: Select...	Graduation Path: Select...
Mentor: Thompson, Cheryl	Possible NCAA Athlete? No-NCAA
Grade Level: 13	Cohort-Year: Select...
Bill Set: Default	Expected Graduation: <input type="text"/>
Entry Reason: Select...	Student Entry Date: 1/17/2023
Exit Reason: Select...	Date Entered 9th Grade: <input type="text"/>
	Student Exit Date: <input type="text"/>

5. At the bottom of the screen, click SAVE:

**Save**