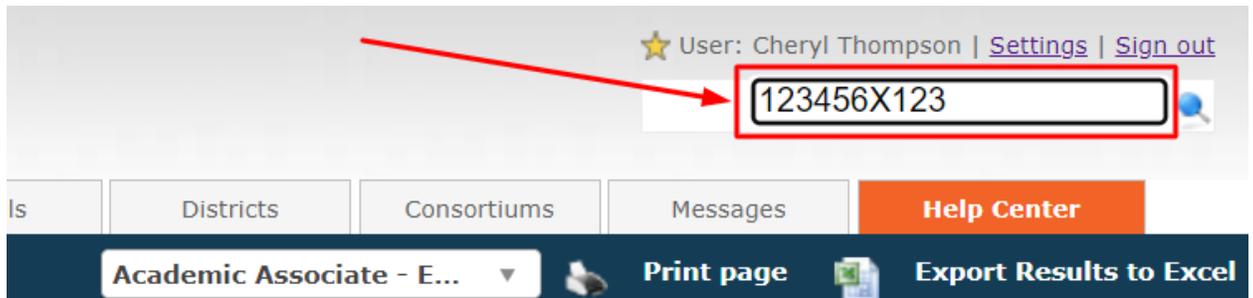


Enrollment History

LAUSD/Imagine Learning Job Aid

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

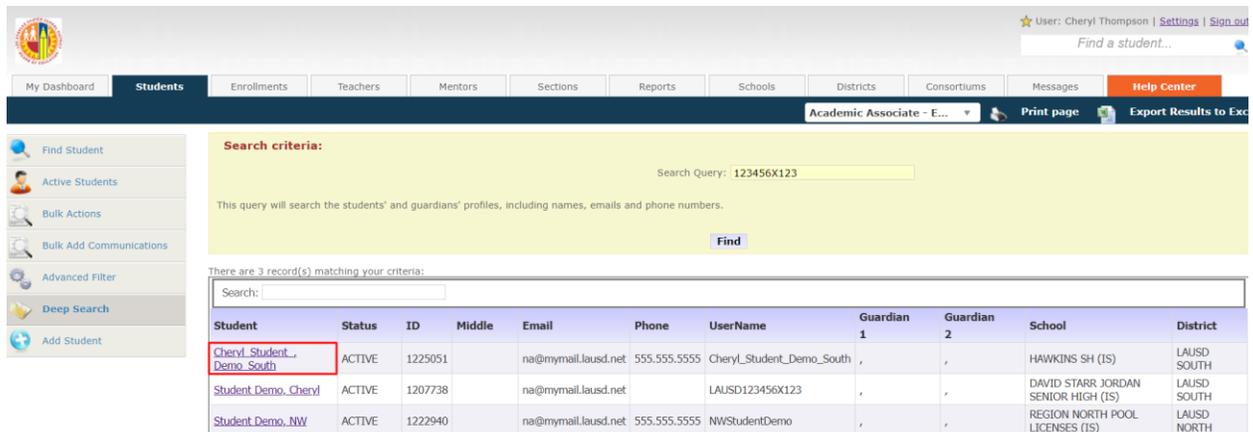


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is Districts Consortiums Messages **Help Center**

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
Cheryl_Student_Demo_South	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 Enrollments click on Enrollment History:



This will bring you to the list of Historic Enrollments. Following steps are optional.



4. If you want to see the student's entire enrollment history, change the **Search Criteria Period** to **Select...** and click **Get Data**.

Search criteria:

Period: **Select...** Status: NOT_ACTIVE

Optional filters:

Select... Select... +

Get Data

5. If this is your first time accessing a student's Enrollment History Page, I highly recommend customizing your columns as follows:

Get Data

There are 7 enrollments matching your criteria:

Customize columns

1. Student Last Name
 2. Student First Name
 3. Local ID
 4. Local School Name
 5. Section
 6. Overall Grade
 7. Actual Grade
 8. Percent Complete
 9. Total Attendance Minutes
 10. Assignments
 11. Course Status
 12. Start Date
 13. End Date
 14. Exit Date
 15. Teacher
- Change all other filled in options to **Select...**