Q: What is the academic and behavioral history for a new student in my class?

A: The Comprehensive Student History Report can help answer this question. If the new student was previously enrolled in an LAUSD school follow the steps below.

Step #	Step	lcon/Link	Comments
1.	From the MyData Landing page, under MyData Dashboards, select the Student Search dashboard and click on Search by Name & ID.	MyData Dashboards	DOL
		ST SEARCH BY NAME & ID	PRINT MULTIPLE REPORTS
2.	On the left-hand side under Search Options, the default search type is set to Basic Search.	Search Options Search Type Basic Filters Apply Reset	
3.	On the left-hand side under Basic Filters, type a student's Last Name, First Name or Student ID NOTE: Make sure you are using ALL CAPS.	Basic Filters Last Name (All CAPS) begins with RAQRIGUES First Name (All CAPS) begins with MARIA Student ID begins with Apply Reset ~	MyData needs only one of the three basic filters to return a list of matching students.
4.	Once you have entered the known values click Apply to search for the student.	Basic Filters Last Name (All CAPS) begins with RODRIG First Name (All CAPS) begins with MARIA Student ID begins with Apply Reset ~	If no results are returned, the student's information may be misspelled. Try shortening the information provided. e.g. Instead of RODRIGUEZ enter RODRIG in the last name field.
5.	Locate your student from the list of students. Click on a student's District ID to load his/her history report.	Student District ID CSIS ID Name District ID CSIS ID RODRIGUES, 121295F013 00295F042 9063326 RODRIGUEZ 020703F117 2113373 2113373 RODRIGUEZ 060 50464326 50464326	All Comprehensive Student History Reports are in PDF format. If you do not have Adobe Reader loaded on your computer, you can download it by clicking <u>here.</u>



MyData

Comprehensive Student Report

6.	Click on any of the blue,	Student History CO.	Moving your cursor over a summary
	underlined summary headings to obtain more detailed information.	Enrollment History Reading Tot. # of LAUSD Schools 1	heading will cause the pointer to change into a pointing finger, signaling that more information is available by clicking on it.
		Attendance Math Science History-Soci	
		YTD Truancy Occasions	
		Student Programs # of current Student Programs 2	



Q: How do I find more detailed academic and behavioral history for a student on my class roster?

A: Within any enrolled in another LAUSD school. Follow the steps below to access this report.

Step #	Step	lcon/Link	Comments
1.	From the MyData Landing page, under MyData Dashboards, select the Classroom dashboard, and click on My Students, Current Year Data.	MyData Dashboards	
	→		
	Select the Class Roster tab at top of screen. If not already populated, select the appropriate values under Administrative Filters and click Apply at the bottom. To display the roster, click on the appropriate blue link for the grade level you are teaching.	My Students, Current Year Data Class Roster Core Subjects, Secondary Administrative Filters School Your School Department (All Column Val Select Roster Type Class Roster Class Roster Vour School Department (All Column Val Select Roster Type Class Roster Tescher/Counstor The Elementary Class Roster for Grades 2-6 displays student demogra dathboard selected. Multiple assessment measures displays of total cores for English Learners. Period -Select Value	rRes emoç Elec Phic ents
	Example: for Grade 1, select Elementary Roster: Kindergarten & Grade 1	Apply Reset	
2.	Select a student from your class roster by clicking on his/her District Student ID .	Student Name (Last, First) Dist Stu ID Gr 031108F045 01 112410F031 TK 1120109F001 K 072710F077 K 071609F013 01	
3.	Click on California Standards (CST / CMA) to access the students CST testing history.	California Standards (CST / CMA) Last Year Test Yr Exam Performance Scaled Yr Level Score	
4.	Click on Discipline Referrals to access behavioral history	Discipline Referrals 16-SEP-15 # Discipline Reals 1	



Q: What is the academic and behavioral history for a group of students in my class this year?

A: To view the Comprehensive Student History Report for a group of students, follow the steps below.

Step #	Step	lcon/Link	Comments
1.	From the MyData Landing page, under MyData Dashboards, select the Student Search dashboard, then click on Print Multiple Reports.	MyData Dashboards	
2.	Click on Print Multiple Student History Reports by Entering Student IDs (For Advanced Users) link	Print Multiple Student History Reports by Entering Student IDs (For Advanced Users) Click the link above to print Multiple student history reports by entering	
3.	At the top of the page enter the list of Student ID's separated by commas then click Apply .	010199M001, 020299F002, 030301F021, 040404M002	Apoly
4.	MyData will create the Comprehensive Student History Report for each of the listed student ID's into one PDF document.	STH1A-Demographics_Batc □	You can confirm the results by verifying the page count from the number of ID's entered.
5.	Click on California Standards (CST / CMA) to access the students CST testing history.	California Standards (CST / CMA) Last Year Testin Yr Level Score	
6.	Click on Discipline Referrals to access behavioral history	Discipline Referrals 16-SEP-15 # Discipline Recals 1	

