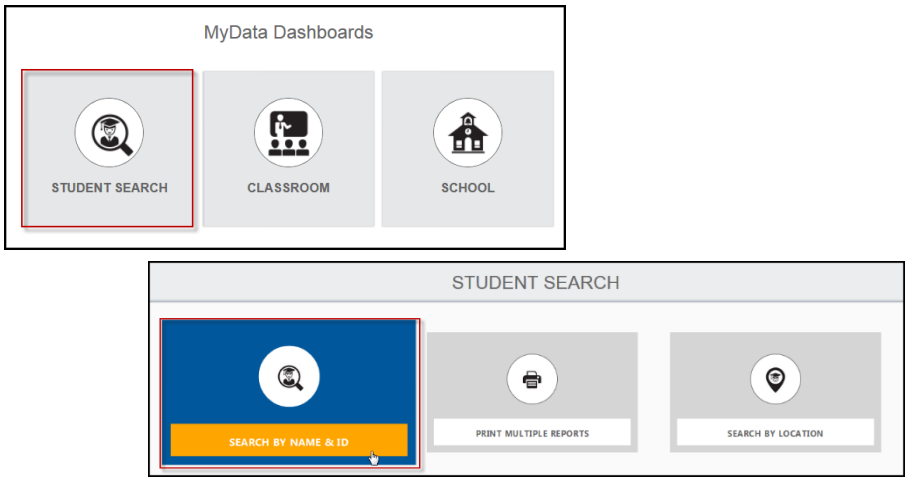
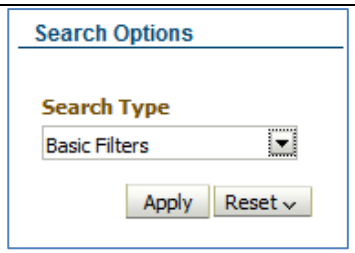
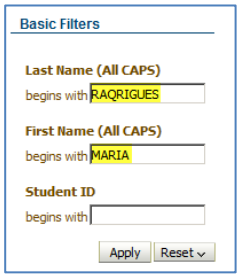
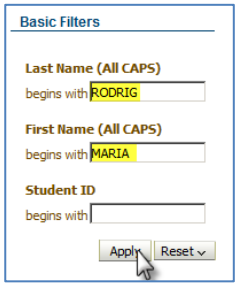
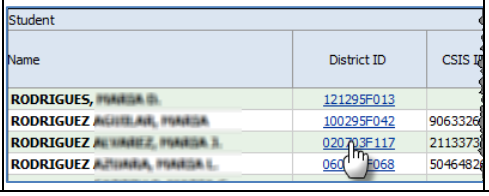
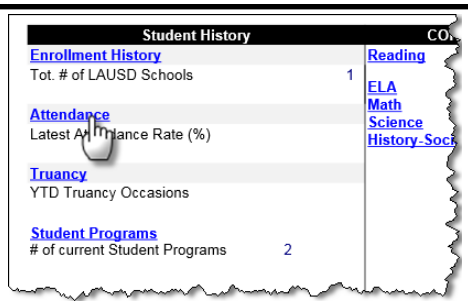
Q: What is the academic and behavioral history for a new student in my class?

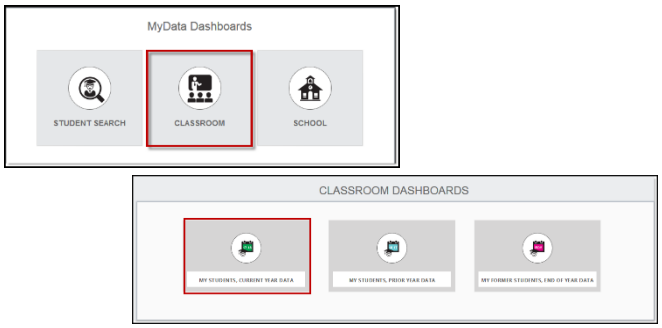
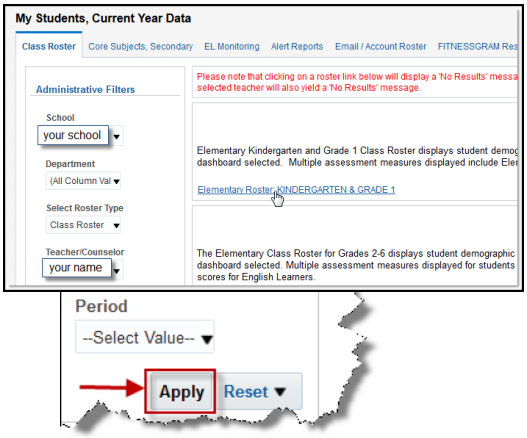
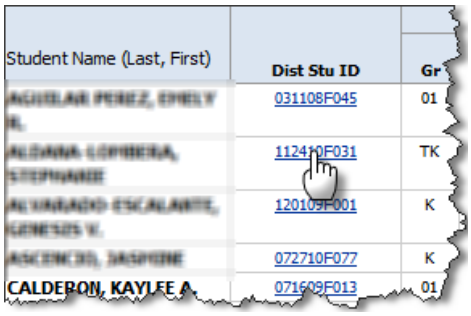
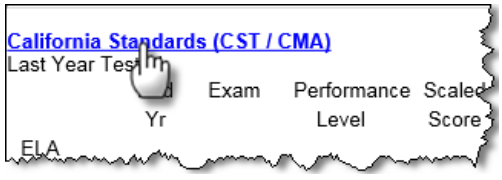
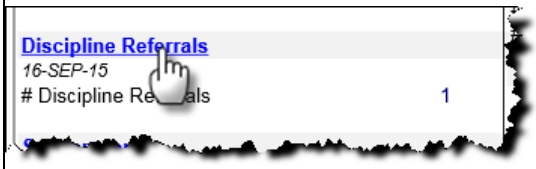
A: The Comprehensive Student History Report can help answer this question. If the new student was previously enrolled in an LAUSD school follow the steps below.

Step #	Step	Icon/Link	Comments
1.	From the MyData Landing page, under MyData Dashboards, select the **Student Search** dashboard and click on **Search by Name & ID.**		
2.	On the left-hand side under **Search Options**, the default search type is set to **Basic Search**.		
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.		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.		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.		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 here.

6.	Click on any of the blue, underlined summary headings to obtain more detailed information.		Moving your cursor over a summary heading will cause the pointer to change into a pointing finger, signaling that more information is available by clicking on it.

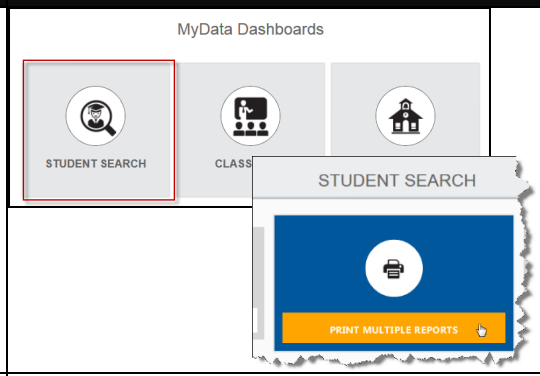
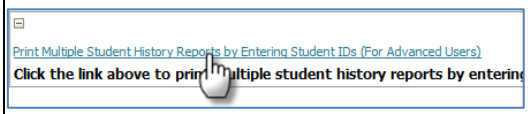
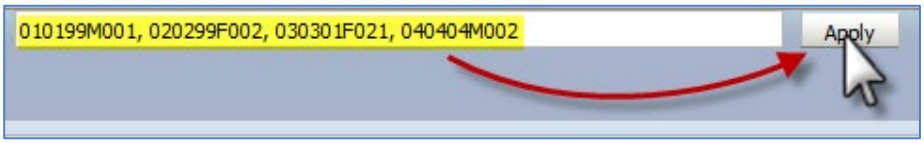
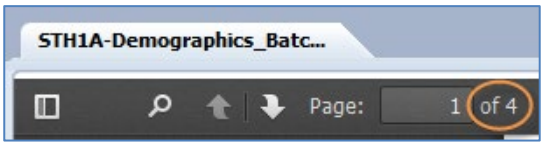
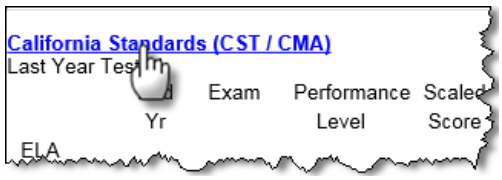
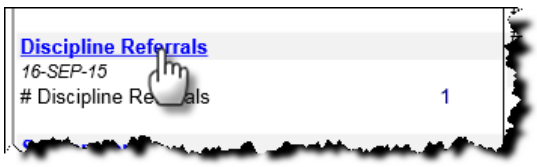
Q: How do I find more detailed academic and behavioral history for a student on my class roster?

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

Step #	Step	Icon/Link	Comments
1.	From the MyData Landing page, under MyData Dashboards, select the **Classroom** dashboard, and click on **My Students, Current Year Data.**		
	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. Example: for Grade 1, select **Elementary Roster: Kindergarten & Grade 1**		
2.	Select a student from your class roster by clicking on his/her **District Student ID**.		
3.	Click on **California Standards (CST / CMA)** to access the students CST testing history.		
4.	Click on **Discipline Referrals** to access behavioral history		

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	Icon/Link	Comments
1.	From the MyData Landing page, under MyData Dashboards, select the **Student Search** dashboard, then click on **Print Multiple Reports.**		
2.	Click on **Print Multiple Student History Reports by Entering Student IDs (For Advanced Users)** link		
3.	At the top of the page enter the list of **Student ID's** separated by commas then click **Apply**.		
4.	MyData will create the **Comprehensive Student History Report** for each of the listed student ID's into one PDF document.		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.		
6.	Click on **Discipline Referrals** to access behavioral history