I know that I have registered a student but I cannot find the student in the database?

It is possible that you did not create an enrollment record. Go to <Biographical System> <Add/Modify Student> select the student using the search screen, click on the <Enrollment> tab and select the appropriate enrollment code and date.

You can also go to <Biographical System> and use the <Find Any Student> search screen. This screen will show you all students in the district regardless of their enrollment status. See your iPASS district administrator if you do not have access to this feature

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Article ID: 41

Last updated: 13 Jul, 2009

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http://www.imgsoftware.com/kb/entry/41/