

# Senior who have been with us their whole school career

1. Navigate to DDE: Click on System, then under 'Data Management' click on Direct Database Export (DDE).
2. Select the 'ReEnrollments' table, search all records for entrydate = 9/5/2006 (first day of Kindergarten for current Seniors).
3. Search within the current selection for grade\_level = 0
4. Select the 'Students' table, click on 'Select all records in this table', click on 'Match Selection.'
5. Select 'ReEnrollments' table from the drop down and proceed to match selection.
6. Search within the current selection for enroll\_status = 0. This will bring up currently active students. Click export records and select the fields you want to list.
  - a. Student\_number
  - b. First\_name
  - c. Last\_name
  - d. Grade\_level
  - e. Entrydate
  - f. exitdate