

View a Student's Permanent Record

You can view a student's permanent record from the Student List window.

▼ [To view a student's permanent record](#)

1. On the Home screen, click **Students**.
2. Click the record you want to view.
3. Click the **Permanent Record** icon. If the student doesn't have a permanent record, one will be created.

For more information, see [Managing Permanent Records](#).