

Students

The Student windows display student specific information as well as information about the student's family. You can view information that's pertinent to everything from everyday activities to emergency situations. On the Information tab, click **Students**.

Locating a Student

At the top, you can search for a single record based on a student's name, an address, ID, phone number, or email. Or you can scroll through each record to find the one you want. For more information, see [Locate a Record](#).

Adding and Viewing Documents

In several Student windows, you can add and view additional documents that support the information you entered in those windows. Click **Add Documents** and upload the documents. For more information, see [Add and View Documents](#).

Viewing Student Information in Other PDS Programs

Formation Office displays icons to indicate a student's status as well as his or her visibility in other PDS programs. For more information, see [Program Icons](#).

Managing Students in Divorced Families

If students are part of a divorced family, there are certain things you need to do. For more information, see [Managing Students of Divorced Families](#).

Related Topics

- [Add a Student](#)
- [Track Student Attendance](#)
- [Enter Student Communication Information](#)
- [Enter Student Sacraments](#)
- [Enter Ministry and Talent Information](#)
- [View a Student's Family Members and Funds](#)
- [Reassign a Student to Another Family](#)
- [Manage Students of Divorced Families](#)
- [Delete a Student's Record](#)
- [View and Print Easy Lists](#)
- [Student Quick Posting](#)
- [Formation and Student Processes](#)