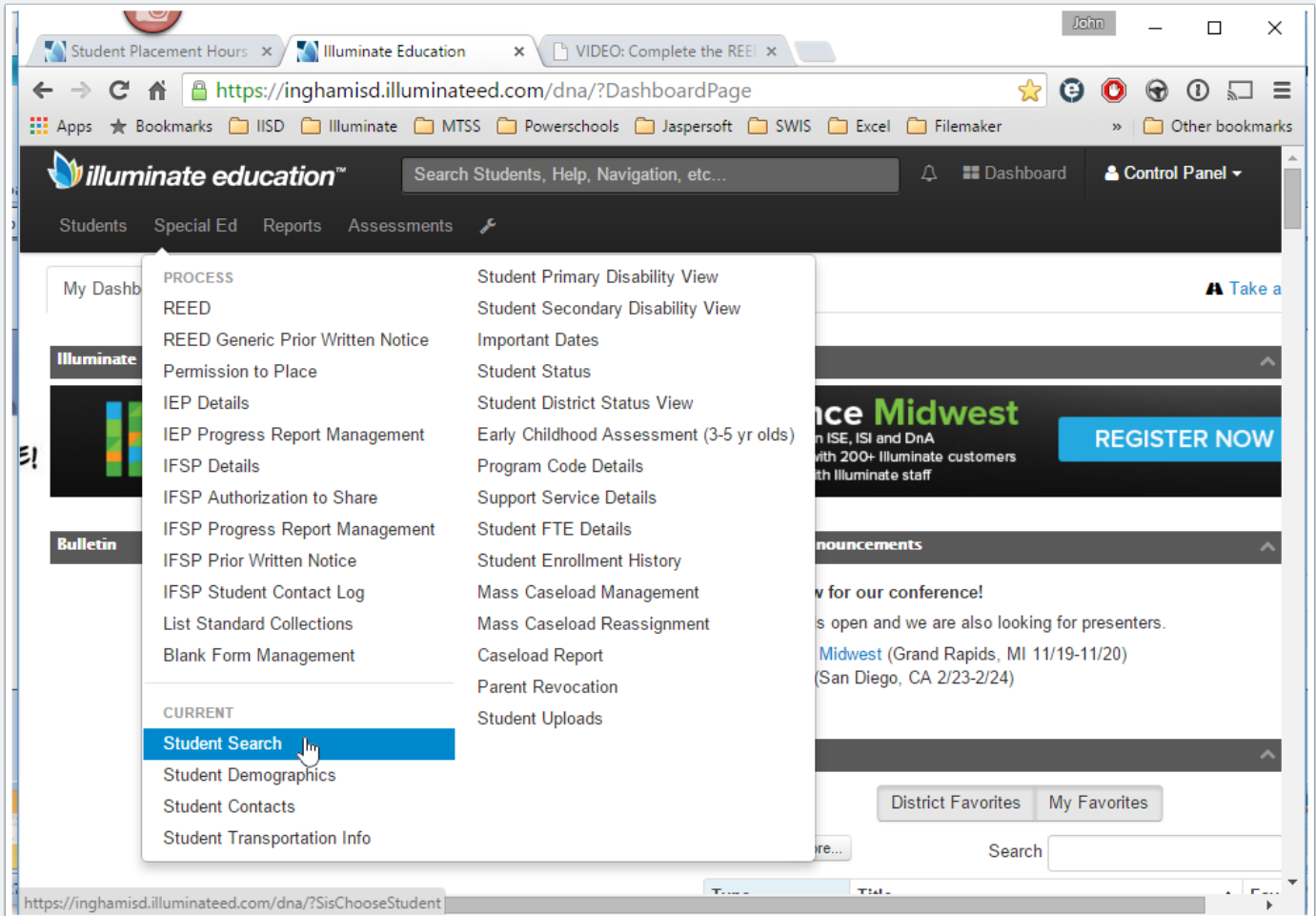


# Starting your first REED

## Locate the student through search

To complete a REED, you must first locate the student record in Illuminate. To do this, click on Special Ed > Student Search in the top black navigation bar.

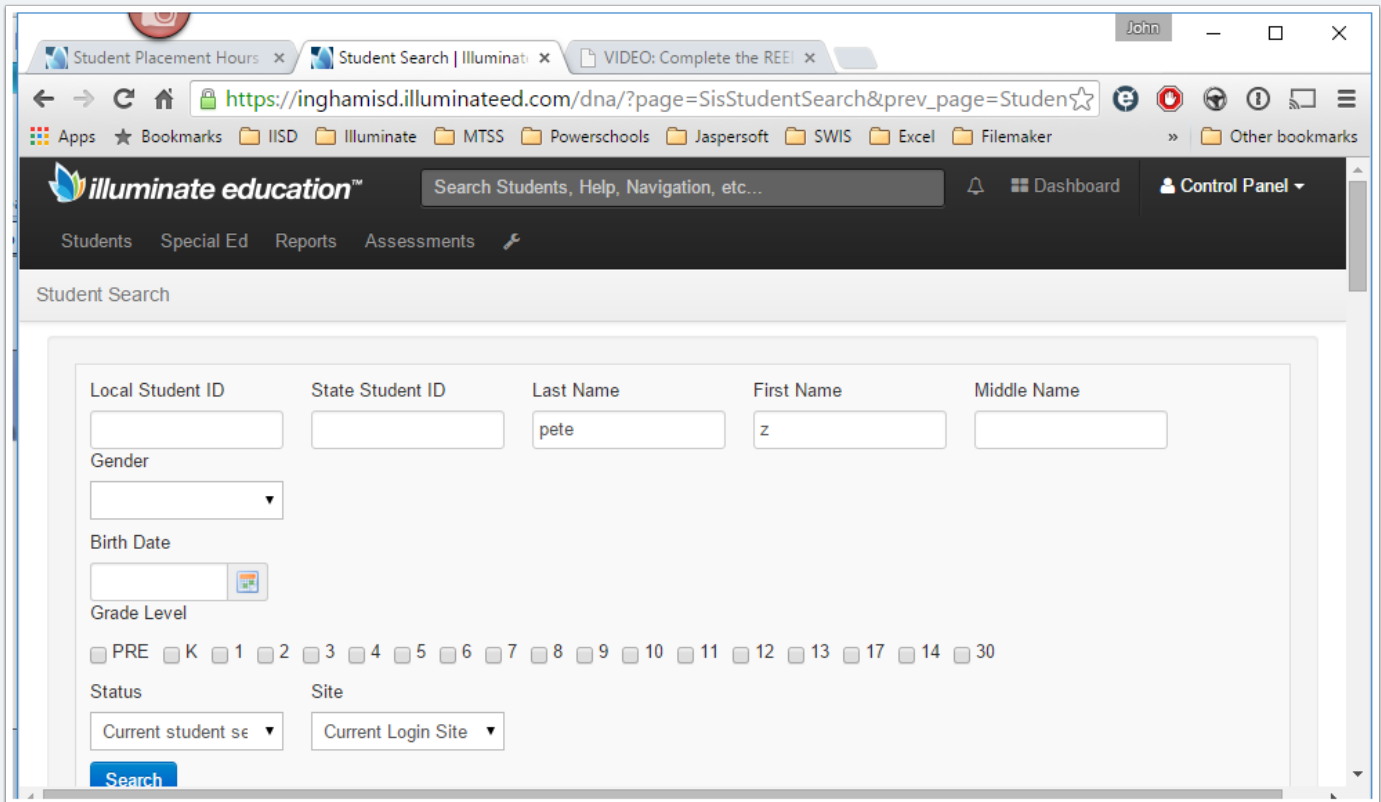


## Enter the search criteria

Typically, you would enter the student's last and first names in the search box. However, if you are uncertain of the spelling of the name ("Is it Zachery, Zachary or Zakery?"), you

# Starting your first REED

can enter just a few letters. Illuminate is search for all names that begin with those letters. Once you've entered the name, hit the Search button.



The screenshot shows a web browser window with the URL [https://inghamisd.illuminateed.com/dna/?page=SisStudentSearch&prev\\_page=Studen](https://inghamisd.illuminateed.com/dna/?page=SisStudentSearch&prev_page=Studen). The page title is "Student Search | Illuminate". The interface includes a navigation bar with the "illuminate education" logo, a search bar, and a "Control Panel" dropdown. Below the navigation bar, there are tabs for "Students", "Special Ed", "Reports", and "Assessments". The main content area is titled "Student Search" and contains a form with the following fields:

- Local Student ID:
- State Student ID:
- Last Name:
- First Name:
- Middle Name:
- Gender:
- Birth Date:
- Grade Level:  PRE  K  1  2  3  4  5  6  7  8  9  10  11  12  13  17  14  30
- Status:
- Site:

A blue "Search" button is located at the bottom left of the form.




# Starting your first REED

## Locate the correct student

A list of names will appear that met the search criteria. Locate the proper student in the list and click on their name. NOTE: If you were very specific, Illuminate may find a single student, in which case you will not see this page, but will be taken directly to the student demographic view as shown in the next step.

**Student Search**

Displaying 1 to 2 of 2 Search

   [More...](#)

Student ID #2	Last Name	First Name	Middle Name	State Student ID	Birth Date	Gender	Current Site Name	Current Grade Level
9628502565	Peterson	Zakery		9628502565	11-17-2012	M	Early On Program	PRE
9628502565	Peterson	Zakery		9628502565	11-17-2012	M	WILKSHIRE EARLY CHILDHOOD CNT	PRE

# Starting your first REED

## Start the REED

After you click on the student name, you will be taken to the Student Demographic View screen. From here, click Special Ed > REED in the top black navigation bar, which will take you to the REED list. From that screen you can either edit an existing REED, or start a new REED.

