

# Star Student: Instructions for Drivers License Report

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1. Log into school student is attending.
2. Click the Student Information Module – Reports – Drivers License Report
3. Letter # to Print Signature From: Official Signature (In Blank)
4. Students to Include: Compliant
5. Marking Period:
  - a. 01, 02, 03, 04
  - b. If prior to first marking period P1
  - c. Summer Months FG
6. Check Grades: Grade: F, Number for Ineligibility: 2, Number Range: 0 – 69
7. Check Attendance: Unexcused, 18 – 365
8. Select Student: (Click Drop Down by Last Name)
9. Run
10. Go to the Student Information Module – Reports – Student Profile
  - a. Select Student
  - b. Uncheck All Print Options
  - c. Run – Print Page 1