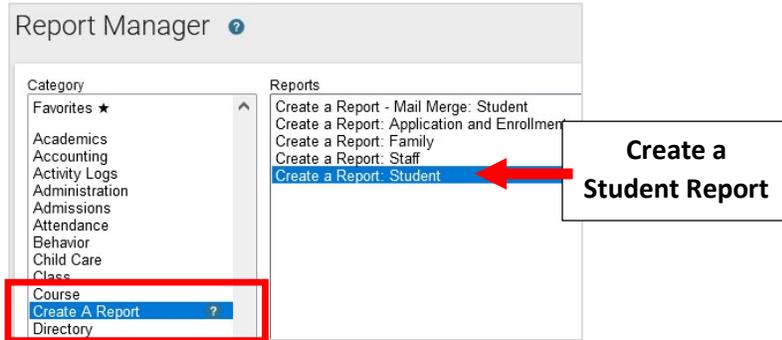


Student ID Report in FACTS SIS

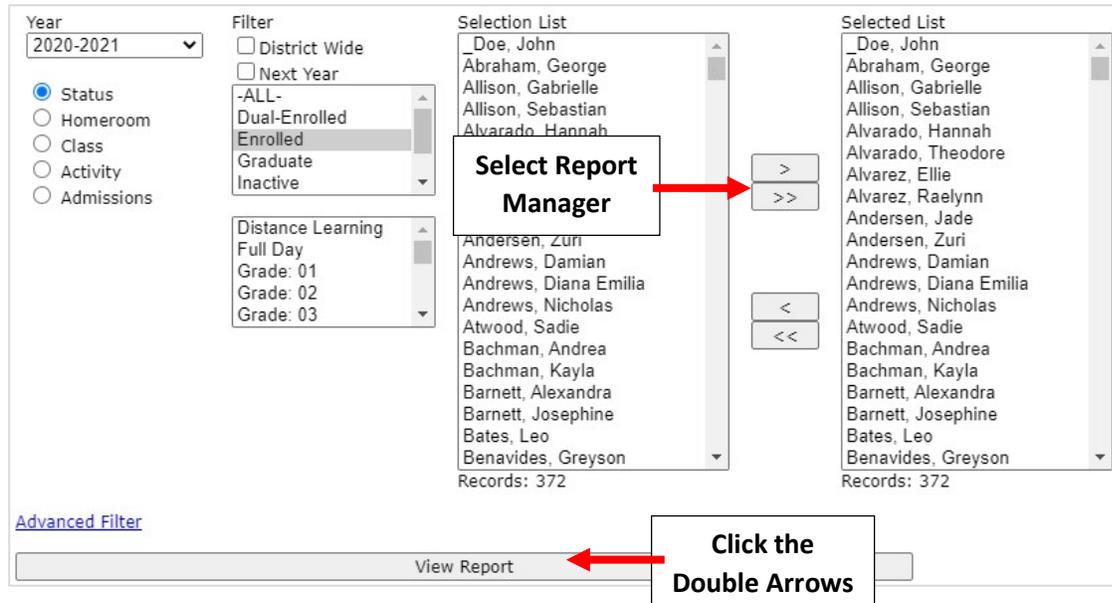
Once logged into FACTS please select **Report Manager** from the Left Side |



Select **Create A Report > Create a Student Report**



Click the Double Arrows to move all Students to **"Selected List"** and Click **View Report**



Select Display Results



Select "Export to Excel" to download to your PC

Back to Filters **Export to Excel**  **Select Export to Excel**

	Student ID (System)	LastName, FirstName	Status	Grade Level
1.	1201491	Allison, Gabrielle	Enrolled	07
2.	1201492	Bachman, Kayla	Enrolled	07