Search for Student Records

Educational Passport System

epsportal.lacoe.edu
helpdesk@lacoe.edu
Search for a Student/Youth

- You must enter
  - At least 1 letter in the Last Name field
  - At least 1 letter in the First Name field
  - And a Complete Birthdate in the form mm/dd/yyyy (ex. 01/01/2001)
  - OR
  - A Full SSID
Select a Student from Search Results

- Click on the student from the search results
Student Information

- You will see
  - Student Name and Demographics
  - Folders organized by number and topic
  - Clicking on one of the triangles will expand a folder
Document Folders and Locations

- Documents for the selected student will appear
- Documents are organized into folders by category
- Non-hyperlinked documents will have a checkbox in front of the entry for requesting access to a document
- Hyperlinked documents are downloadable