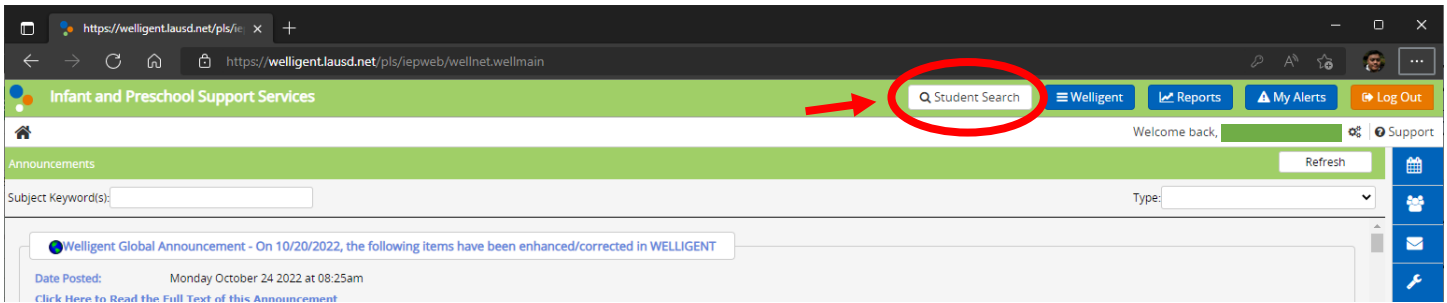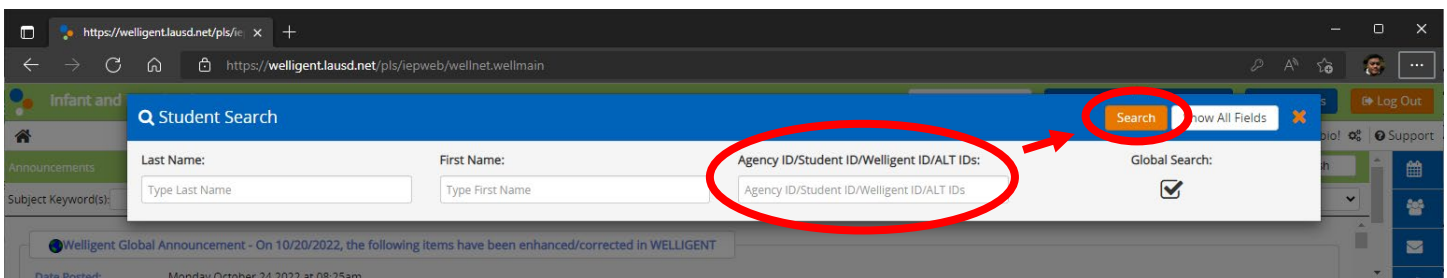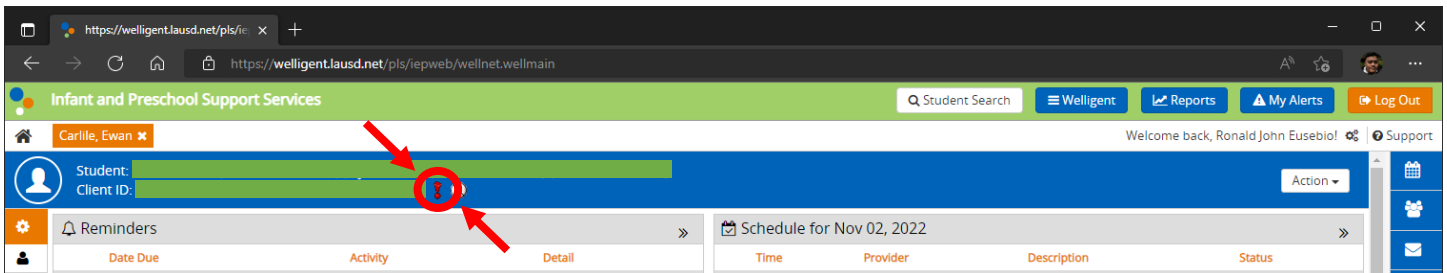# Face Sheet Job Aid

1. Open Welligent (welligent.lausd.net) and go to Student Search.

2. Enter Student ID and press Search.

3. Press the red exclamation mark ❗.

4. To print Face Sheet, press **[CTRL] [P]** or press your browser's print button.