

Demographics Search

Quick Search

Use this page to search for students quickly, using common search criteria. You can search for students based on name, student ID, gender, building, grade, counselor, and current status. The search selects only students who match ALL of the criteria entered. To enter conditional searches, or to search on other data, use the Advanced Search.

To use the quick search:

1. Select **Student Center > Search** to open the Quick Search page.
2. Enter the information for the students you want to find. For the Name fields, the Search will find any students whose names *contain* the data entered. So a search for Last Name of Beck would also find Beckman and Sebeck.
3. Click **Search** to open a list of students who match your criteria. (If only one student is found, the Student Summary page for that student displays.)
4. When you select the desired student, the Student Summary page displays.

Example:

If you entered:

Last Name: Smith
Gender: Male
Building: 1
Current Status: Active

The search would return male students with a last name that contains Smith who are enrolled with a status of Active in building 1.

Advanced Search

Searches allow you to retrieve records that match your criteria. The system compares your criteria against the corresponding fields in the records being searched and selects only those records that have matching data.

To search:

1. Access the Search page by clicking **Search** from a list or detail page. Then click the **Advanced Search** Tab.
2. Skip the section labeled **Search Favorites**. That is used to save searches for re-use.
3. Under the **Custom Search Criteria** section, enter the appropriate criteria:
 - Area:** Select the area to search.
 - Field Name:** Select the field to search.
 - Condition:** Select the condition you want to use to search. The conditions available depend on the selected field's data type. See the Conditions section for more information.
 - Value:** Enter the value for which you want to search.

3. If needed, you can enter additional criteria on the next line. Select:
And to limit records retrieved to those matching all criteria specified.
or
Or if records can match one line of criteria or the other.
4. Repeat Steps 2 and 3 as needed to enter additional criteria.
5. When you finish entering criteria, click **Search** to retrieve records.

To delete a line of search criteria:

1. Check the Delete box to the right of the search criteria line.
2. When you click **Search**, that line will be removed.

To clear all criteria:

1. Click **Clear Criteria**.

Conditions

In a search, you select a condition to define how the system should search for records that match a value you specify. The chart below lists the conditions. The conditions available depend on the data type being searched.

Select...	To find records...
= equals	matching the criteria
< less than	with values less than the criteria
> greater than	with values greater than the criteria
<= less than or equal to	with values less than or equal to the criteria
>= greater than or equal to	with values greater than or equal to the criteria
<> not equal to	excluding those containing this value
starts with	starting with the specified number or letter
contains	containing the specified number or letter
is in (comma delimited list)	that exactly match one of the values specified in your list. Do not include spaces between values.

For example:

1. To find all students with the last name Smith, select the *equals* operator and enter *Smith* as your criteria.
2. To find all students born on or after September 9, 1990, select the *greater than or equal to* operator and enter *09/09/1990* as your criteria.
3. To find records 100, 200, and 300, select the *is in* operator and enter *100,200,300* as your criteria.

Entering Search Values

When you enter search values, the type of the field you are searching determines how you enter values. The following hints will help you to search on checkboxes, drop-downs, and radio button sets.

Checkbox

Enter a Y to search for a checked box or an N to search for an unchecked box.

Drop-down

Enter the appropriate code for the desired option. You must know the code that corresponds to the drop-down option you want to find.

Radio Button Set

Enter the appropriate code for the desired option. You must know the code that corresponds to the radio button you want to select. For example, Gender is a radio button set where a code of M is stored if Male is selected or F is stored if Female is selected.

Date Fields

Enter the date in M/D/YYYY format. For example, to search for March 03, 1995, enter 3/3/1995 or for October 15, 2003, enter 10/15/2003.

Search Examples

When you search for records, you can search on all fields in the areas listed on the search page. The following examples illustrate how you can search for records.

Example 1: Student Search

Find all active tenth grade students enrolled in building 1.

And/Or	Area	Field Name	Condition	Value
	Demographic	Grade	= (equals)	10
And	Demographic	Current Status	= (equals)	A
And	Demographic	Building	= (equals)	1

Example 2: Student Search

Find all active 10th grade students whose last name starts with W.

And/Or	Area	Field Name	Condition	Value
	Demographic	Grade	= (equals)	10
And	Demographic	Current Status	= (equals)	A
And	Demographic	Last Name	Starts With	W

Example 3: Student Search

Find all students who are specified to travel by bus on Monday who have a blank value for the bus number.

And/Or	Area	Field Name	Condition	Value
	Travel	Monday	= (equals)	Y
And	Travel	Travel Type	= (equals)	BUS
And	Travel	Bus Number	Is Null	

Example 4: Course Catalog Search

Find all regular school year Health courses that are offered in building 1.

And/Or	Area	Field Name	Condition	Value
	Courses	Regular School	= (equals)	Y
And	Courses	Building	= (equals)	1
And	Courses	Description	Contains	Health

Example 5: Master Catalog Search

Find all course-sections for course 615, 616, and 617.

And/Or	Area	Field Name	Condition	Value
	Master Schedule	Course	is in (comma delimited list)	615,616,617

List Field Display Selection

You can control the data fields that display on the Student Search results window.

These can be saved in favorite searches, and they can also be used to print a list of student information.

By default, the fields that display are the Student Name, Student Id, Building, Grade, Gender, House/Team, and Counselor.

When the **Custom** radio button is selected, the Student Name and Student ID display automatically, in addition to any other fields selected.

To change the fields that display:

1. On the Advanced Search tab, scroll down to the **List Field Display Selection** area.
2. Change the radio button from Default to Custom.
3. Choose the Area and Field Name that correspond to the data you would like to view.
4. Click **Search**.

NOTE that, depending on the fields you select, some areas of the Advanced Search may return multiple records per student. See the section labeled Troubleshooting Duplicate Records on page 6.

Saving and Using Student Searches

You can save multiple student searches for students you access frequently.

To create a search favorite:

1. Enter search criteria, as described in the Search procedure.
2. To save the search as a favorite, enter a description in the Custom Search Name field.
3. Click **Search** to retrieve records. Your Custom Search Criteria and List Field Display Selection preferences will be saved with that description.
4. To update an existing saved favorite, make your changes, enter the exact description of the search you wish to update (do *not* select from the Drop-Down List,) and then click **Search**.

To use a search favorite:

1. To use a favorite search, select the desired search in the Favorites field.
2. You can add criteria to this search or click **Search**. Any changes to the search are not saved unless you re-enter the description in the Custom Search Name.

To delete a search favorite:

1. In the Favorites field, select the search to delete.
2. Click **Delete Favorite**.

Troubleshooting Duplicate Records

If you select a data field in the List Field Display Selection that allows multiple records per student in the database, you may see the student's name multiple times on the search results window.

Common examples:

- The Student/Contact Relationships area may have multiple Contact Priority and Contact Type records per student. Valid contact types are:
M = Student Mailing Contact
P = Student Physical Contact
G = Guardian Contact
C = Emergency Contact
O = Other Contact
- The Contacts area may have multiple records per student.
- The Contact Phones area may have multiple records per contact type. Valid Phone Types are dependent on your district's validation table setup.
- The Medical Alerts and Disabilities areas may have multiple records per student.
- The Entry/Withdrawal area may have multiple records per student.

In some cases, you may be able to reduce your search results to a single line per student by adjusting your custom search criteria.

For example, if you have included guardian address and phone information in your List Field Display Selection, you may wish to limit your search to just the Guardian contact with the highest Priority, as well as just the home phone number.

And/Or	Area	Field Name	Condition	Value
	Demographic	BUILDING	= (equals)	5
And	Demographic	CURRENT STATUS	= (equals)	A
And	Student/Contact Relationships	CONTACT PRIORITY	= (equals)	1
And	Student/Contact Relationships	CONTACT TYPE	= (equals)	G
And	Contact Phones	PHONE TYPE	= (equals)	H

Student Search Areas and Field Names

Your security determines whether you can see all of the areas and fields shown here. The following Areas are available in the Student Center.

Demographic:

Alt Bldg Acct (Alt Accountability Building)	Generation
Alt Building (Alternate Building)	Grade
Alt District (Alternate District)	Homeroom Primary (Primary Homeroom)
Attending District	Homeroom Secondary (Secondary Homeroom)
Birthdate (Birth Date)	Home Building (Building of Residence)
Building	Home District (District of Residence)
Building Override (Override Building of Residence)	House Team
Building Reason (Building Override Reason)	Language (Home Language)
Calendar	Last Name
Change Date Time	Middle Name
Change UID	Nickname
Counselor	Res County Code (County of Residence)
Current Status	State Enroll Date (State Enrollment Date)
Dist Enroll Date (District Enrollment Date)	Student Id
Family Census (Number)	Summer Status
First Name	Track
Gender	US Enroll Date (US Enrollment Date)

Summer School Demographics:

Building	Homeroom Primary
Calendar	Homeroom Secondary
Change Date Time	House Team
Change UID	Student Id
Counselor	Track
Grade	

Next Year Demographic:

Building	Homeroom Primary
Building Override	Homeroom Secondary
Building Reason	Home Building
Change Date Time	House Team
Change UID	Student Id
Counselor	Track
Grade	

Academic:

Act Grad Plan	Exp Grad Plan
Change Date Time	Graduate Req Group
Change UID	Graduation Date
Curriculum	Graduation Year
Diploma Type	Hold Report Card
Elig Effective Dte	Promotion
Elig Expires Date	Schd Priority
Elig Reason	Student Id
Elig Status	

Honor Roll Exclusions:

Change Date Time	Honor Type
Change Date UID	Student Id

Rank Exclusions:

Change Date Time	Rank Type
Change Date UID	Student Id

Student/Contact Relationships:

Change Date Time	Mail Med
Change UID	Mail RC
Comments	Mail Reg
Contact Priority	Mail Schd
Contact Type	Relation Code
Living With	Student Id
Mail Att	Transport From
Mail Disc	Transport To
Mail Fees	Web Access
Mail IPR	

Contacts:

Apartment	Last Name
Change Date Time	Login Id
Change UID	Middle Name
City	Plan Area Number
Complex	Pwd Chg Date Time
Delivery Point	Salutation
Development	SIF Refid
Education Level	State
Email	Street Name
Email Preference	Street Number
Employer	Street Prefix
First Name	Street Suffix
Generation	Street Type
Home Building Type	Title
Home Language	Use for Mailing
Language	Web Password
Last Login Date	Zip

Contact Phones:

Change Date Time	Phone Listing
Change UID	Phone Type
Phone	SIF Refid
Phone Extension	

Emergency:

Change Date Time	Insurance Company
Change UID	Insurance Group
Doctor Extension	Insurance Grp Name
Doctor Name	Insurance Id
Doctor Phone	Insurance Subscr
Hospital Code	Student Id

Medical Alerts:

Change Date Time	Med Alert Comment
Change UID	Student Id
Med Alert Code	

Disabilities:

Change Date Time	End Date
Change UID	Sequence Num
Disability	Start Date
Disability Order	Student Id

Medical Procedures:

Change Date Time	Procedure Date
Change UID	Status Code
Code	Student Id

Travel:

Bus Number	Stop Time
Bus Route	Student Id
Change Date Time	Sunday
Change UID	Thursday
Friday	Travel Direction
Monday	Travel Segment
Saturday	Travel Trip
Shuttle Stop	Travel Type
Stop Description	Tuesday
Stop Number	Wednesday

Entry/Withdrawal:

Building	Grade
Calendar	School Year
Change Date Time	Student Id
Change UID	Track
Entry Code	Withdrawal Code
Entry Date	Withdrawal Date
Entry WD Type	

Personal:

At Risk	Has IEP
Birth City	Homeless Status
Birth Country	IEP Status
Birth State	Locker Combination
Change Date Time	Locker Number
Change UID	Meal Status
Citizen Status	Migrant
Classification	Migrant Id
Comments	Mother Maiden Name
ESL	Previous Id
Ethnic Code	Previous Id Asof
Fee Balance	Residency Code
Fee Status	Section 504 Plan
Fee Status Ovr	Show Alerts
FERPA Address	SSN
FERPA Name	State Reporting Id
FERPA Phone	Student Id
FERPA Photo	Transfer Bldg From

Student Schedules:

Change Date Time	Model Val Type
Change UID	Section Key
Course Status	Student Id
Modeled	

Schedule Status:

Building	Schd Interval
Change Date Time	Schedule Status
Change UID	School Year
Request Status	Student Id

Activity Details:

Activity Code	End Date
Activity Comment	Ineligible
Activity Status	Override
Building	School Year
Change Date Time	Start Date
Change UID	Student Id
Duration	

Dental:

Change Date Time	Status
Change UID	Student Id
Grade	Test Date
Location	

Growth:

AN Reading	Height
Blood Pressure Dia	Location
Blood Pressue Dia AN	Percent BMI
Blood Pressure Sys	Percent Height
Blood Pressure Sys AN	Percent Weight
BMI	Student Id
Change Date Time	Test Date
Change UID	Weight
Grade	

Hearing:

Change Date Time	Location
Change UID	Right Ear
Grade	Student Id
Left Ear	Test Date

Immunizations:

Calc Date	Group Code
Change Date Time	Immune Exempt
Change UID	Immune Status
Comment	Override
Grace Period Date	Student Id

Immunization Series:

Calc Date	Override
Change Date Time	Series Code
Change UID	Series Exemption
Comment	Series Status
Disease Date	Student Id
Had Disease	Total Doses
Number Letters	

Medication Log:

Change Date Time	Initials
Change UID	Issued
Comment	Med Code
Dose Number	Student Id
Event Type	

Medical Notes:

Change Date Time	Event Type
Change UID	Student Id
Event Date	

Office Visits:

Blood Pressure Dia	Office Date Out
Blood Pressure Sys	Pulse
Change Date Time	Respiration
Change UID	Room Id
Comment	Student Id
Initials	Temperature
Office Date In	

Office Details:

Change Date Time	Sequence Num
Change UID	Student Id
Office Date In	Treatment Code
Outcome	Visit Reason

Physical Exams:

Athletic Status	Grade
Blood Pressure Dia	Location
Blood Pressure Sys	Pulse
Change Date Time	Student Id
Change UID	Test Date

Referrals:

Change Date Time	Referral Code
Change UID	Referral Date
Comment	Sequence Number
Doctor Name	Student Id
Follow Up Code	Test Date
Follow Up Date	Test Type

Medication Requirements:

Change Date Time	End Date
Change UID	Med Code
Dose Comment	Physician Name
Dose Number	Start Date
Dose Time	Student Id

Scoliosis:

Change Date Time	Status
Change UID	Student Id
Grade	Test Date
Location	

Vision:

Binoc	Location
Change Date Time	Muscle
Change UID	Plus Lens
Color Blind	Right Eye
Grade	Student Id
Left Eye	Test Date
Lens	