




Searching Made Easy


How to Search

There are many different ways to search for students; you just have to figure out what is easier for you.

Your basic search begins with looking up a student; you could enter the student's last name. In this instance I'm searching for a student by the last name of

Contreras; after I have entered the name I can either select the  Icon or simply hit enter.

Search Students



[View Field List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z
 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 13 M F All [Current Selection \(3\)](#)


Stored Options

[Stored Searches](#) [Stored Selections](#)

In this case I have 2 students with the last name of Contreras in our school district.

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: 

Matches: (2)

(BHS) (9) Contreras, Robert Michael


(BA) (5) Contreras, William Ricardo

If I only enter part of the last name, such as “Con”, I have been given more student choices, because, I have more students whose last name begin with “Con”



Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: 


Matches: (5)

- (BES) (1) Conner, Alexander Kyle
- (BA) (4) Connor, Cody Edwin
- (BES) (1) Conrath, Wallace Quinn
- (BHS) (9) Contreras, Robert Michael
- (BA) (5) Contreras, William Ricardo

If you put the forward slash symbol “/” before the last name, your search will also include students who have withdrawn from your school/district. In the case below, I now see that I have 5 students with the last name of Contreras.

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: 

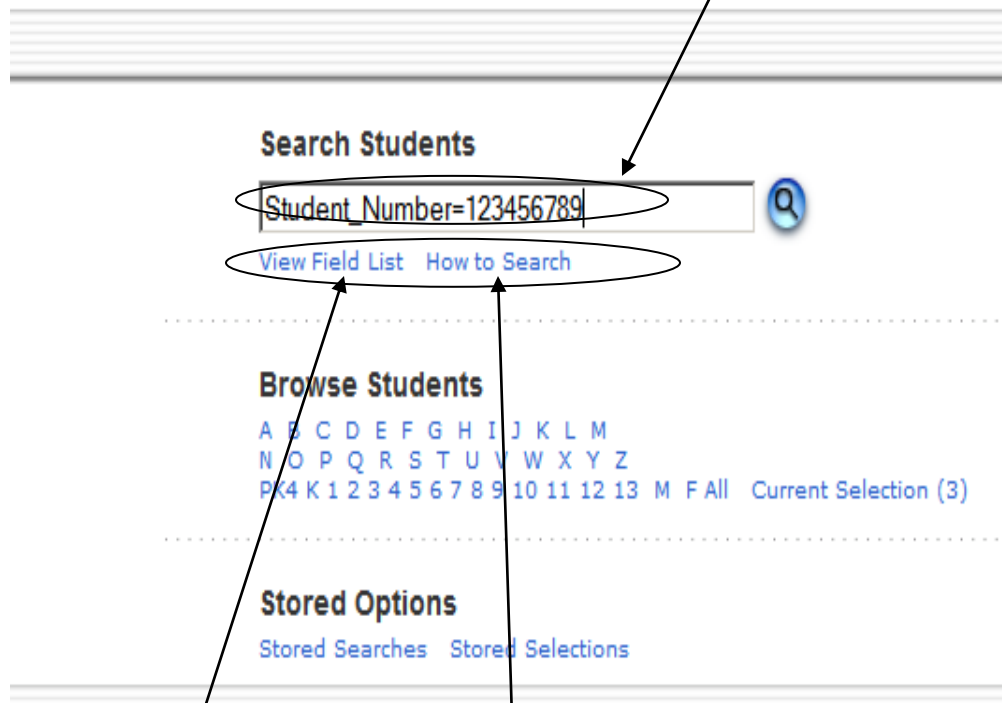
Matches: (4)

- (BA) (2) Contreras, Hector Miguel
- (Graduated Students) (99) Contreras, Raymond
- (BHS) (9) Contreras, Robert Michael
- (BA) (5) Contreras, William Ricardo

If you are not sure of a student’s name, however you have a student number, social security number, or date of birth, you could use the following “field name” to search for you student.



Simply use the one of the following search criteria in the search box:
Student Number, field name is: Student_Number=XXXXXXXXXX
SSN, field name is: SSN=XXXXXXXXXX
Date of Birth, field name is: DOB=mm/dd/yyyy



How to Search: There is a “How to Search” link on the start page, this link provides information on how to conduct different kind of searches.






Field List: View Field List - This link connects you to a list of all fields stored in your school’s PowerSchool database. Like many other applications, PowerSchool stores data in fields. A field is a unit of information defined by your PowerSchool administrator. PowerSchool comes with a set of standard fields used by all schools, but your school can add other fields that are particular to your needs.

Note: Fields are added to the field list on a regular basis; they can change with new versions of PowerSchool. The important thing about field list is to know where it is pulling from and is it the field you want your information to come from.

Smart Search:

In order to help you get the search result you want faster, you can enable Smart Search. Smart Search works in conjunction with the Search Student and Search Staff fields on the PowerSchool Start Page. When enabled, as you enter your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from, including students, staff, stored searches, fields, and PowerSchool page names. Suggestions provide the following visual cues as to the type of the suggestion:



Result Type	Icon	Text Color
Students		Orange
Staff		Orange
Stored Searches		Green
Fields		Black
PowerSchool Page Names		Blue

Note: Suggestions are dependent upon how Smart Search is enabled, as well as whether you are searching for students or staff.

How to Enable Smart Search:

In order to make Smart Search available for users to turn on and off, you must enable Smart Search at the district level.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.
3. Select the **Enable Smart Search** checkbox.
4. Click **Submit**. The Changes Recorded page appears.

How to Personalize Smart Search:

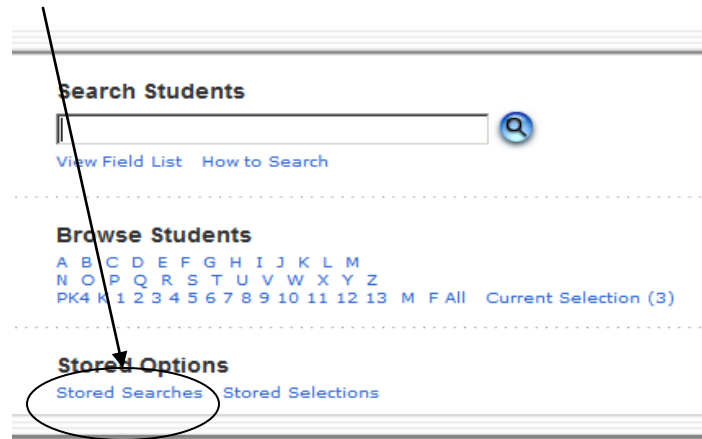
If Smart Search is enabled, each PowerSchool user can then opt to turn Smart Search on or off at any time.

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.
2. Click **Interface**. The Personalize - Interface page appears.
3. Select the **Enable Smart Search** checkbox. Alternately, deselect the checkbox to disable this feature.
4. Select the **Include Page Results** checkbox to make those PowerSchool pages that are accessible to you searchable. Otherwise, leave the checkbox blank.
5. Select the **Include Inactive Student/Staff Results** checkbox to make inactive students and staff searchable. Otherwise, leave the checkbox blank.
6. Click **Submit**. The Changes Recorded page appears.



Stored Options:

Stored Searches: Stored searches find preset groups of students. You can either set up and save the search or use a search that someone else has set up. I find that these will help users who do not use PowerSchool very often or even the experienced ones who search for the same information on a regular basis.



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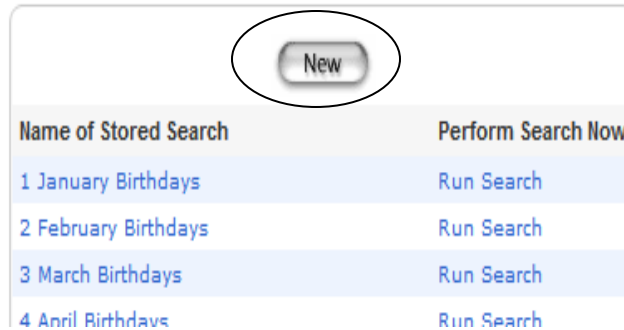
Here are few that we have use in our system: Once set up a user will simply click on “Run Search” and then they will be given a list of student(s), who meet the requested criteria.

Name of Stored Search	Perform Search Now
1 January Birthdays	Run Search
2 February Birthdays	Run Search
3 March Birthdays	Run Search
4 April Birthdays	Run Search
5 May Birthdays	Run Search
6 June Birthdays	Run Search
7 July Birthdays	Run Search
9 September Birthdays	Run Search
10 October Birthdays	Run Search
11 November Birthdays	Run Search
12 December Birthdays	Run Search
8 August Birthdays	Run Search
GA - Title One - Homeless Code	Run Search
GA 504	Run Search
GA EIP	Run Search
GA ESOL	Run Search
GA Gifted	Run Search
GA LEP Monitored Students	Run Search

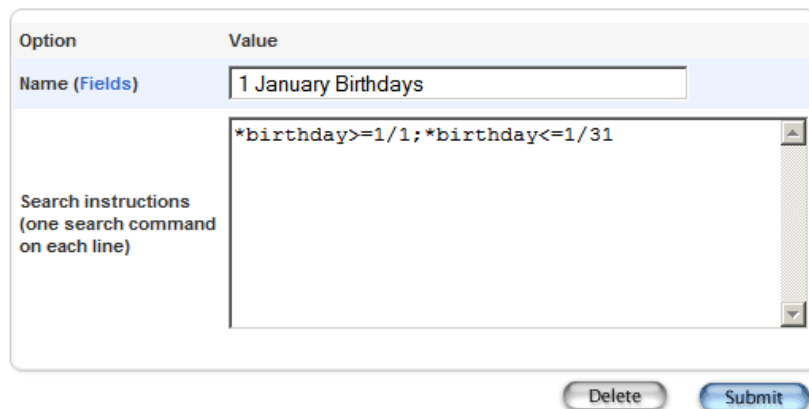
GA LEP Monitored Students	Run Search
GA LEP Students	Run Search
GA Migrant	Run Search
GA Retained Students	Run Search
GA Special Ed Students	Run Search
GA Speech	Run Search
GA Speech in Secondary SpEd Area	Run Search
GA Title 1 Math	Run Search
GA Title 1 Reading/English/Language Arts	Run Search
Lunch Status = Free	Run Search
Lunch Status = Full Pay	Run Search
Lunch Status = Reduce	Run Search
Missing - GA Date of 9th Grade Entry	Run Search
Missing - GA GTID	Run Search
Missing GA - Pre-K Information	Run Search
Missing Graduation Program of Study	Run Search
Non-Resident = All Non Resident Students	Run Search
Non-Resident = Contract on New Subdivision	Run Search
Non-Resident = Employee or Other	Run Search
Non-Resident = Tuition Only	Run Search
Pre-Registered Students	Run Search
Residency Affidavit Not on File	Run Search
Residency Affidavit On File	Run Search
Student Status = Retained	Run Search
Tuition Amount Paid	Run Search



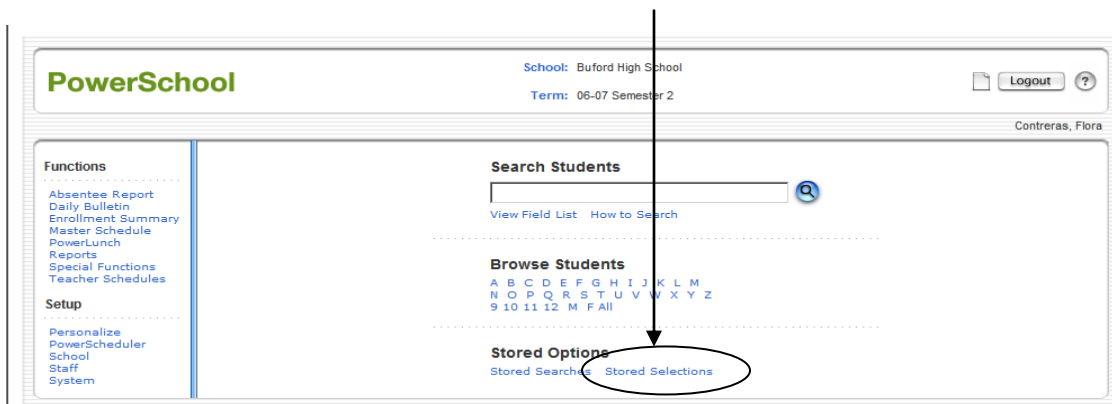
To set up a stored search, simply click new.



The next screen you will need to give it a Name – Such as Below – January Birthdays. Then in the search instructions box you will simply type it the info needed to pull this request, for January birthdays you would enter `*birthday>=1/1;*birthday<=1/31`.



Stored Selections: With this function you can store selections of students or staff to quickly and easily retrieve a group of students or staff that you work with frequently. A stored search holds criteria that can result in a varying list of students or staff every time you utilize the stored search, stored selections holds the actual list of students or staff at the time you create the stored selection.





PowerSchool Basics – Searching Made Easy

Stored selections are user-specific; users manage their own set of stored selections. However, users can publish a stored selection to all users for your school. Stored selections are snapshots of a particular time and do not change when student- or staff-related information changes; therefore, it is suggested that users periodically delete and re-create their stored selections to refresh the data.

Stored Selections

Empty selection

Name of new selection

SAVE the current selection with a new name

ADD records that belong to ANY of the checked selections TO the current selection

FILTER records in current selection BY records that belong to EVERY checked selection

CREATE a NEW selection based on records that belong to ANY of the checked selections

CREATE a NEW selection based on records that belong to EVERY checked selection

DELETE all checked selections

PUBLISH all checked selections for other users

Selections	Published	#	
<input type="checkbox"/> ELL		266	Go Functions
<input type="checkbox"/> ELL for Access		381	Go Functions

[Submit](#)