

# Conducting Students and Staff Searches

## Initial Student Search on the Start Page:

On the Start Page on the “Students” default tab you can search for an individual student or groups of students.

## Initial Staff Search on the Start Page:

On the Start Page on the “Staff” default tab you can search for an individual staff or group staff.

## Searching by Last Name

If a student is the only one with the last name you entered, the student page for that student will appear. If the student shares his or her last name with other students in the school, a list of students who match your search criteria will appear. \*\*This same concept applies to staff searches also. \*\*

## Searching for Inactive Students

When you perform searches, you’re only searching active student records in your school. Students who are currently enrolled are considered active. Occasionally, you may need to search for students who are preregistered, withdrew out of school midyear, or graduated. Students in one of these classifications are inactive. To access inactive student records, begin your search command with a forward slash (/). Preceding a search command with a forward slash searches all student records. *For Example: /Doe* Note: Students who have re-enrolled in another school in your district are not considered inactive. \*\*This same concept applies to staff searches also. \*\*

## Browse Students

Click one of the Browse Students links to conduct specific, single-criteria searches:

- First letter of the student’s last name
- Grade level
- Gender (M F)
- All (Current active enrollment)

## Browse Staff






Click one of the Browse Staff links to conduct specific, single-criteria searches:

- First letter of the staff's last name
- Gender (M F)
- Staff Type

## Enable Smart Search

To help you get the search result you want faster, you can enable Smart Search. 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.

1. From the Start Page, click **Personalize** in the left menu under the Setup header
2. Select **Interface**
3. Check the box for "Enable Smart Search"
4. Check the box for "Include Inactive Student/Staff Results" (*optional*)
5. Click the **Submit** button

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

## Field/Value Search Commands

Using Field/Value Search Commands Use search commands to find individuals who match specific criteria and to search student PowerSchool fields. A search command is a statement of search instructions and must contain three elements:

1. Field Name
2. Comparator
3. Search Argument or Value

Comparator	Meaning	Explanation	Example
=	equals	Finds exact match	First_name = Winston
<	is less than	Finds all matches smaller than the value you enter	Grade_level < 1

Comparator	Meaning	Explanation	Example
>	is greater than	Finds all matches greater than the value you enter	Grade_level > 6
<=	is less than or equal to	Finds all matches less than or equal to the value you enter	Grade_level <= 9
>=	is greater than or equal to	Finds all matches greater than or equal to the value you enter	Grade_level >= 9
#	does not equal	Finds everything that doesn't match what you entered	Gender # Students who do not have a blank gender
in	is [field] present in the search argument?	Finds all matches that contain one of the items you entered	racecode in A
contains	is the search argument contained in the [field]?	Finds all matches where what you're looking for is anywhere in the field	mailing_street contains Cherry Lane
!contain	is the search argument not contained in the [field]?	Excludes matches to what you typed	mailing_street !contains Cherry Lane
@	wildcard	Fills in unknown information in the search	Last_name = @ov (Find students with "ov" at the end of their last name)  first_name = jen@ (Find students with "jen" at the beginning of their first name)
/	Inactive individual	Finds inactive students or staff	/Doe, John
;	Separate different search criteria	Separate different search criteria in the command line	/grade_level = 0; last_name = Thomas

## PowerSchool Field Names

To see a list of the student PS fields available in PowerSchool, including any custom fields your state/district created, click **View Field List** on the Start Page. **Note:** *There are 1015 student field names that can be searched.*

Located: A link on the Start Page to the left of the search field.

## Search Codes

A search code is a special type of command that searches by completing a calculation and comparing the results. Enter search codes as you would any search command in the Search Students field. These search codes will have an asterisk (\*) in front.

Use Search Codes in the first part of a search command, in place of the Field Name:

Search Code	Explanation	Example
<b>*birthday</b>	Search a student birthday on a specified date	*birthday = today
<b>*as_of</b>	Search for students that were enrolled in a previous school year. <i>Note: search /*as_of for inactive students also</i>	*as_of=06/12/2015
<b>*not_enrolled_in_period</b>	Search students who are not enrolled in a course for the specified period	*not_enrolled_in_period = 4
<b>*enrolled_in</b>	Search students who are currently enrolled in a specified course or section	*enrolled_in = 29030127
<b>*not_enrolled_in</b>	Search for students who are not enrolled in a particular course	*not_enrolled_in = 29030127
<b>*has_completed_course</b>	Search students who have at least one historical grade entry for a specified course	*has_completed_course = 29030127
<b>*has_not_completed</b>	Search students who do not have any historical grade entries for a specified course	*has_not_completed = 29030127
<b>*cumulative_credit_hours</b>	Search students with a specified number of credit hours	*cumulative_credit_hours = 24

Search Code	Explanation	Example
<b>*special_program</b>	Search for students enrolled in special programs. <i>Note: equal sign ("=") followed by the name of the special program.</i>	*special_program = ESOL01-ESOL Svc <1 Year
<b>* number_of_classes</b>	Search for students based on the number of classes the student is enrolled in	* number_of_classes = 7