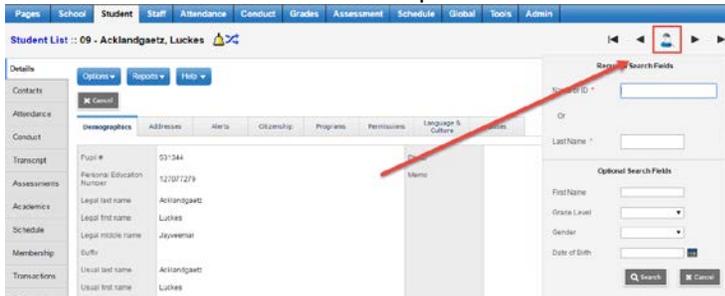


New Student Search Icon – Important Instructions

In Release 5.6, a new Student Search icon displays on the upper right side of the student details screen, replacing the magnifying glass that existed previously:

School or District view > Student top tab > Details.



There are two sections to the new search: *Required* and *Optional*. One of the required fields **must** be entered; the optional fields may be used to refine the search.

Required (must use one):

- **Name or ID**
 - Complete PEN
 - Complete Pupil #
 - Complete or Partial Name
 - Will look for an exact/partial match on *Legal* last, *Legal* first **OR** *Legal* middle name
- **Last Name**
 - Complete *Legal* Last Name

Optional: (fields to refine the search)

- **First Name**
 - Complete *Legal* First Name
- **Grade Level**
 - Select from dropdown list
- **Gender**
 - Select from dropdown list

Using the criteria above, only one record with the closest match will be displayed.

If no match is found, a message displays at the bottom of the search pop-up screen.

Required Search Fields

Name or ID *

Or

Last Name *

Optional Search Fields

First Name

Grade Level

Gender

Date of Birth

No matches found.