

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.

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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
 - o 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
 - o Complete Legal Last Name

Optional: (fields to refine the search)

- First Name
 - o Complete Legal First Name
- Grade Level
 - o Select from dropdown list
- Gender
 - o 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 *	sample					
Optional Search Fields						
First Name						
Grade Level						
Gender						
Date of Birth						
	Q Search X Cancel					
N	o matches found.					