

Searching for a student or a group of students

Before you can do any type of work on a student's record or on a group's records, select the individual or a group of students. When performing both simple and advanced searches, it is important to keep in mind the following:

Select an Individual Student

Select a student to view that student's pages.

How to Select an Individual Student by Last Name

1. On the start page, enter the last name of a student whose record you want to review in the Search Students field.

Note: Alternatively, enter just the first few letters of the student's last name. Keep in mind that this produces more records.

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
9	10	11	12	M	F	All						

Stored Options

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

2. Click Search. If you search for a student who has a unique last name, the search displays the one record it finds. If you search for a student who has a common last name, a list of student records appears.
3. Click the name of the student whose record you want to review or work with. To work with the entire group of students, click Functions at the bottom of the list to display the Group Functions page. Select students by hand. You can hang onto the Ctrl key and click on a student one by one. Or Click on the first student and hang onto the shift key and then click on the last adjacent student to select a group of students.

How to select a certain group of students in a certain grade.

1. Click on the grade level (number) below the search box. It will bring up all the students in that grade.

How to Select an Individual Student by their name.

1. On the start page, click the letter that represents the first letter of the student's last name.

How to Select an Individual Student by Student Number

1. On the start page, enter the school identification number of the student whose record you want to review in the Search Students field.

Search Students


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

2. Click Search. Because the same student number is never assigned to more than one student, your search produces just one name. The page displays that student's record.

Schedule
Briggs, Jessica K 10 25021 AHS

Per	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
01	S2	1031-01	Algebra I	Alphin, Timothy	200	1/21/2003	5/31/2003	<input type="checkbox"/>
02 M-Th	S1	1031-02	Algebra I	Alphin, Timothy	D102	9/24/2002	1/20/2003	<input type="checkbox"/>
03	S1	1031-03	Algebra I	Alphin, Timothy	D102	10/31/2002	1/20/2003	<input type="checkbox"/>

02-03 Year
[Entire Year Schedule](#)

Your view of the student's record will differ from that shown in the example.

How to Search for Inactive Students

Use PowerSchool to search for the records of any student who has ever enrolled in your school. You can view the record of a student who has transferred to a new school, dropped out, or otherwise left your school.

1. On the start page, enter a forward slash (/) followed by the first few letters of the last name of the student whose record you want to review in the Search Students field.

Search Students


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

2. Click Search. PowerSchool returns a list of all active and inactive students whose names start with those letters.

Student Selection

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

The screenshot shows a search interface with a search bar containing the text "/ba". Below the search bar, it indicates "Matches: (2)". The list of matches contains two entries: "(840000026) (11) Bailey, Josh" and "(20001) (10) Bartlett, Jared". At the bottom of the interface, there is a dropdown menu labeled "Select a function for this group of students".

Note: Notice the number of students on the list. To verify that this list includes active as well as inactive students, return to the start page and redo the search without the slash (/) before the last name. Fewer names on the resulting list appear if there are any inactive students, since the list includes only active students.

3. Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, click Functions at the bottom of the list to display the Group Functions page.

Hopefully this will help you get started searching for students. If you need more help contact Mrs. Hayes.