



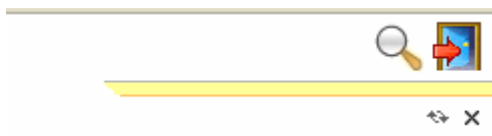
## Tutorial: Searching for Students

Student search is available from all PM2 reports. There are role-based restrictions on the search results that are displayed:

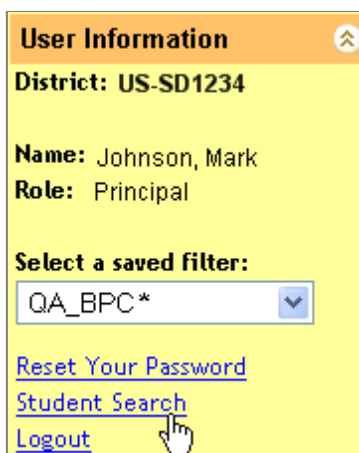
- Teachers searching can see only their students who match the search criteria
- Principal level users searching can see only the matching students in their building
- District users searching can see all matching student in the district

### To display the Student Search screen:


Select the search icon in the upper right corner of the screen



Or select the Student Search link on the left navigation pane



### To search for a student:

**Step 1:** Select the search icon  in the upper right corner or the link on the left navigation pane. The Student Search screen appears.

**Step 2:** Enter the search criteria. The more information you enter, the narrower the search.

- **SIS Student ID:** enter the entire student id
- **Last Name:** enter the entire last name or a partial name with a wildcard (\*)
- **First Name:** enter the entire first name or a partial first name with a wildcard (\*)
- **Grade:** select one or more grades
- **School:** select one or more schools. (Select multiple schools using Ctrl+click.)

**Step 3:** Select the Filter button. The matching students are displayed below. (The search results returned are determined by the user's role, that is, teachers will only see their students.)

**Student Search** Filter    Reset    Clear All Fields

PMI Student ID		SIS Student ID	
Last Name	smith	First Name	
Grade	<input type="checkbox"/> PK <input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
School	— None Selected — <span style="background-color: #0000FF; color: #FFFFFF; padding: 2px;">EAST HIGH SCHOOL</span> EASTSIDE ELEMENTARY SCHOOL SAMPLE MIDDLE SCHOOL WEST HIGH SCHOOL		

PMI Student ID	SIS Student ID	Last Name	First Name	Ethnicity	Gender	Enrolled School Name	Grade	SWI
<a href="#">1387235</a>	16732	SMITH	ANDRES	African American	M	East High School	Ninth Grade	N
<a href="#">1291084</a>	43156	SMITH	CARLY	Caucasian	F	East High School	Ninth Grade	N
<a href="#">1313796</a>	87273	SMITH	DEANA	African American	F	East High School	Ninth Grade	N

**Step 4:** If list returned is too long, add additional criteria and select Filter. If the list is too narrow, reduce the criteria or use a wildcard (\*) in one of the name fields, then select Filter.

**Step 5:** Select the underlined PMI Student ID to access the Student Detail report for that student.

**Step 6:** To start a new search, select the Clear All Fields button, then repeat steps 2 - 4.

**Note:** students with a last name suffix (Jr., III, IV, etc) need to have an asterisks (\*) added to their last name in order to be displayed in the results of the search.