

# PowerSchool Student, Parent and Staff Search



South Carolina Public Charter School District  
3710 Landmark Drive Suite 201, Columbia, SC 29204

[www.sccharter.org](http://www.sccharter.org)

November 2019

Version:2



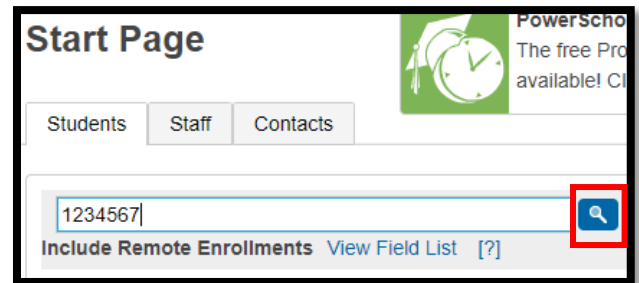
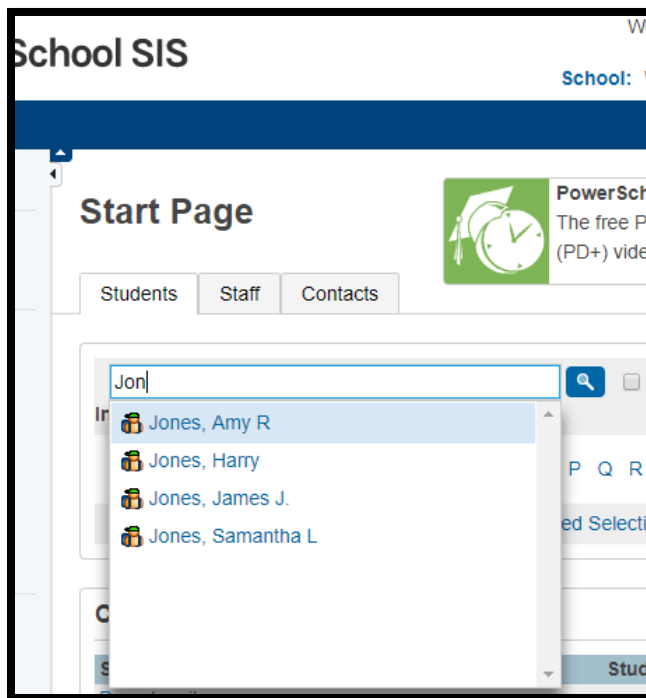
# Contents

- Searching for Students ..... 3
  - Enable Smart Search ..... 4
  - Inactive Student Search ..... 5
  - Browsing/Searching for a Group of Students ..... 5
- Searching for Parents..... 6
- Searching for Staff ..... 7
  - Inactive Staff Search ..... 7
- View Field List ..... 8
- Searching with Comparators..... 10

## Searching for Students

The default tab on the start page is for Students. This tab allows you to search for students individually, or by groups.

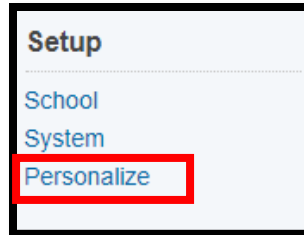
A **basic individual student** search can be done by typing a student's last name or PowerSchool student number in the search bar, then clicking the search button. See below.



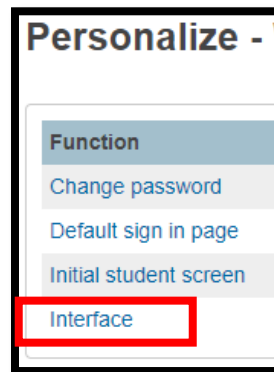
*\*Note: In the name search picture above, a list of student names will appear that matches the last name criteria you type only when the “Smart Search” function is enabled. To enable this function, follow the steps below.*

## Enable Smart Search

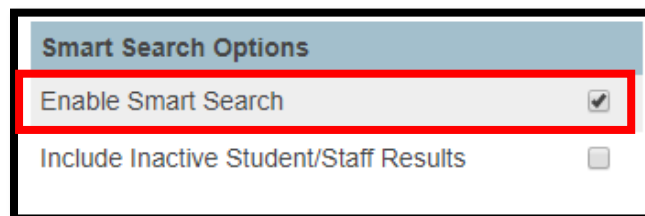
1. From the Start Page, click **Personalize** in the left menu under the Setup section.



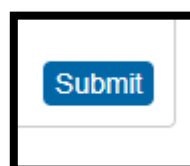
2. Select Interface



3. Check the box for "Enable Smart Search"

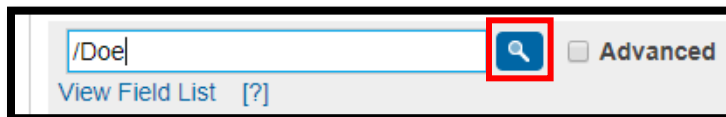


5. Click the Submit button

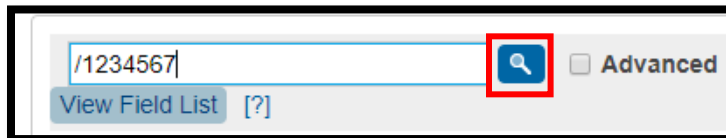


## Inactive Student Search

Inactive students are categorized as students who are not currently enrolled in your school. For example, preregistered, graduated or students who have transferred out of your school. To search for an inactive student, begin your search with a forward slash (/) followed by the student's last name or student number, then click the search button. See below

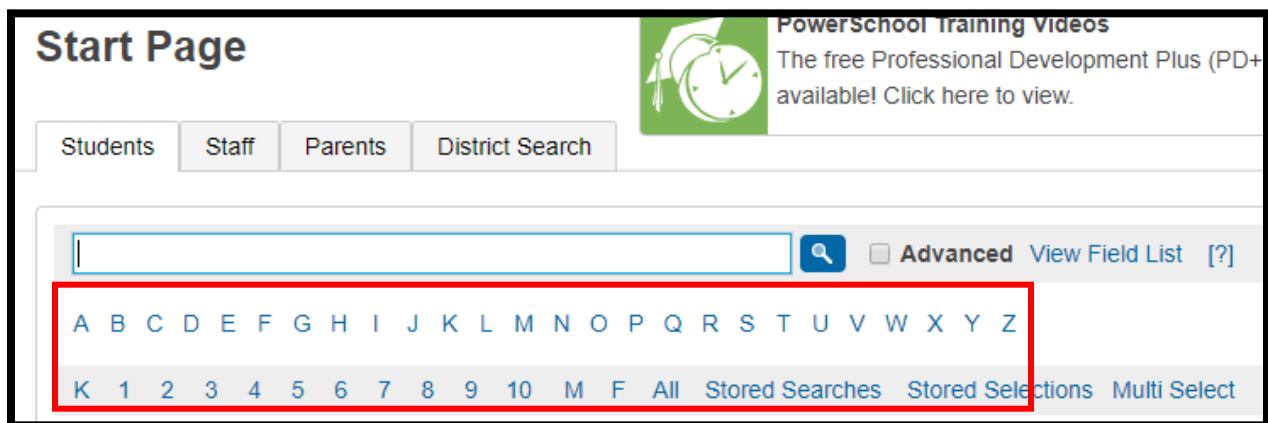



/Doe   Advanced  
View Field List [?]



/1234567   Advanced  
View Field List [?]

## Browsing/Searching for a Group of Students



**Start Page**  **PowerSchool Training Videos**  
The free Professional Development Plus (PD+) available! Click here to view.

Students Staff Parents District Search

Advanced View Field List [?]

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

K 1 2 3 4 5 6 7 8 9 10 M F All Stored Searches Stored Selections Multi Select

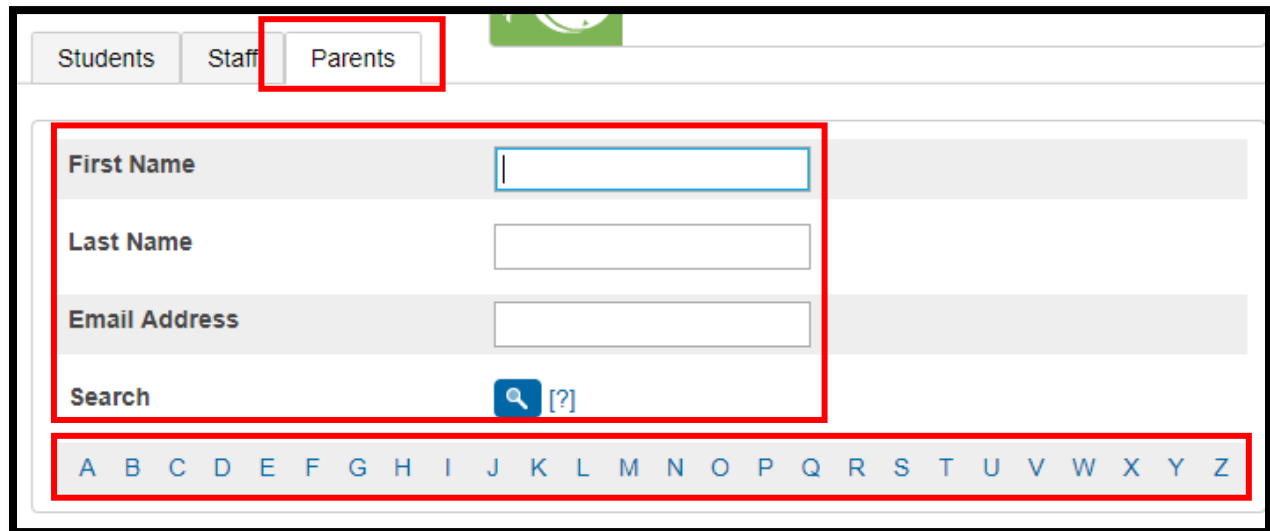
You can search or browse for a group of students by clicking on the links below the search bar on the start page. You have the option to browse by the following:

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

## Searching for Parents

You can search for the Parents/Guardians of students by clicking on the **Parent** tab of the start page and using the First Name, Last Name and/or email address search bar, then clicking the search button

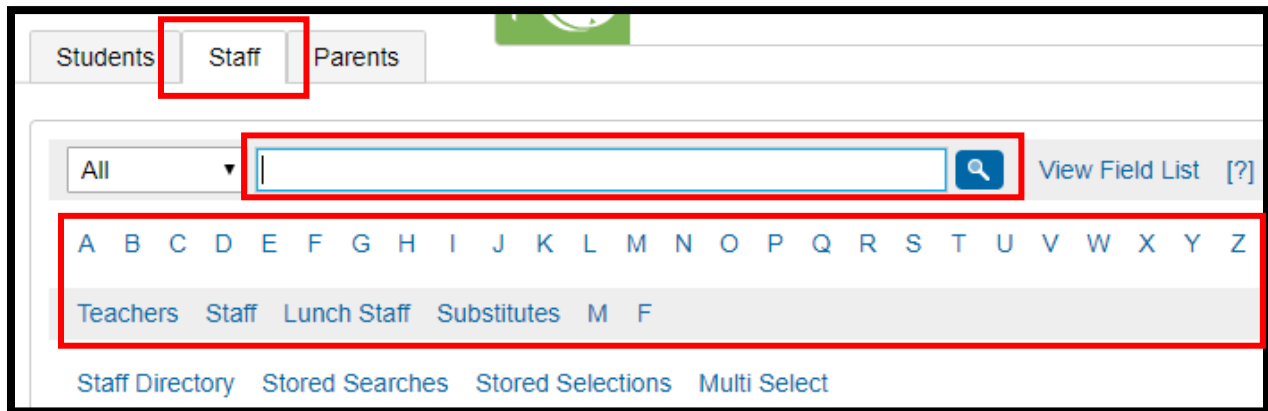
You may also search for parents by the First letter of their last name, by clicking on the letter that corresponds with the last name you're searching for. By doing this it will present you with a list of parents/guardians that match the letter you selected.



The screenshot shows the 'Parents' search interface. At the top, there are three tabs: 'Students', 'Staff', and 'Parents', with 'Parents' selected. Below the tabs is a search form with four input fields: 'First Name', 'Last Name', 'Email Address', and 'Search'. The 'Search' field contains a magnifying glass icon and a question mark. Below the search form is a horizontal row of letters from A to Z, which is used for filtering results by the first letter of the last name.

## Searching for Staff

You can search for school staff by clicking on the **Staff** tab of the start page. Similar to searching for students, you can search for staff by typing their last name or PowerSchool number in the search bar, then clicking the search button.

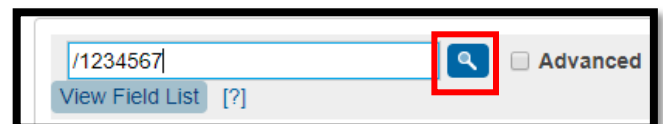
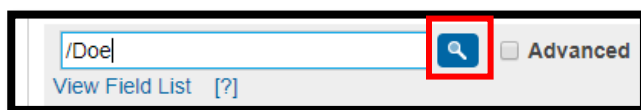


You can search or browse for a group of staff members by clicking on the links below the search bar on the staff tab. You have the option to browse by the following:

- First letter of the staff member's last name
- Type of staff member (Teachers, Staff, Lunch Staff, Substitutes)
- Gender (M, F)

## Inactive Staff Search

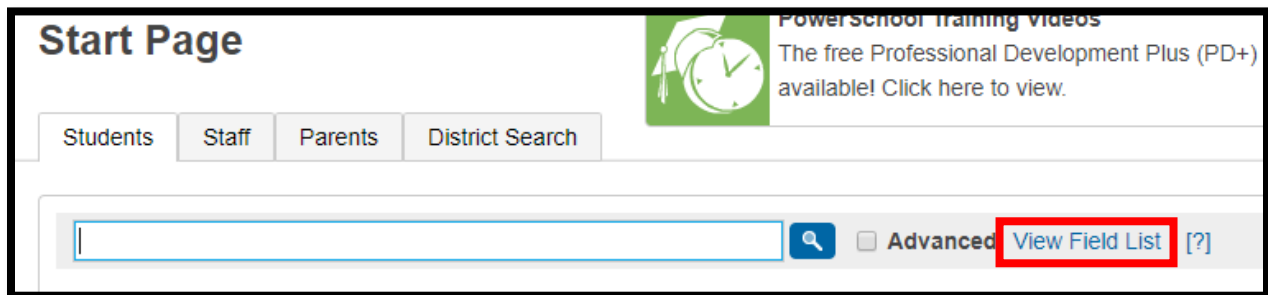
Inactive students are categorized as staff who no longer work in your school. To search for an inactive staff member, begin your search with a forward slash (/) followed by the student's last name or student number, then click the search button. See below



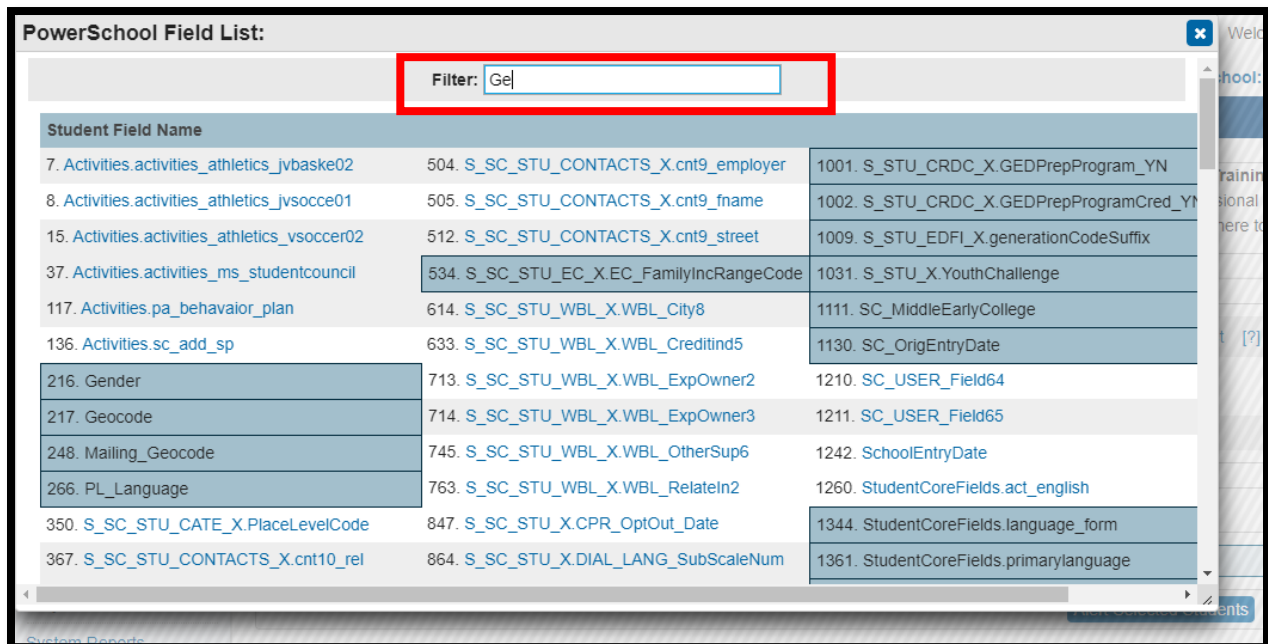
## View Field List

Click to view the PowerSchool Field List pop-up, which displays a list of all fields that can be used to perform a student and staff search based on the tab you have selected.

1. On the start page, click **View Field List**. The Field List pop-up appears.



2. To narrow the list of fields, enter one of the search terms in the Filter field. Otherwise, leave blank.

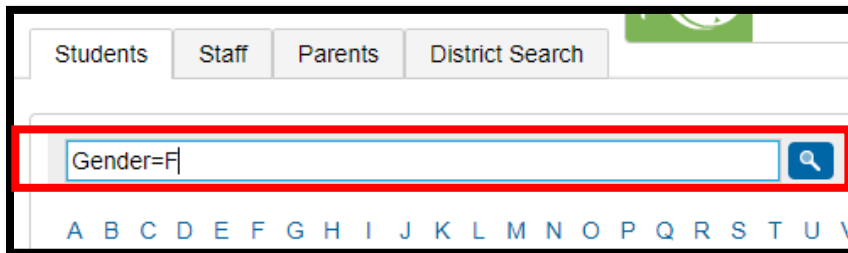




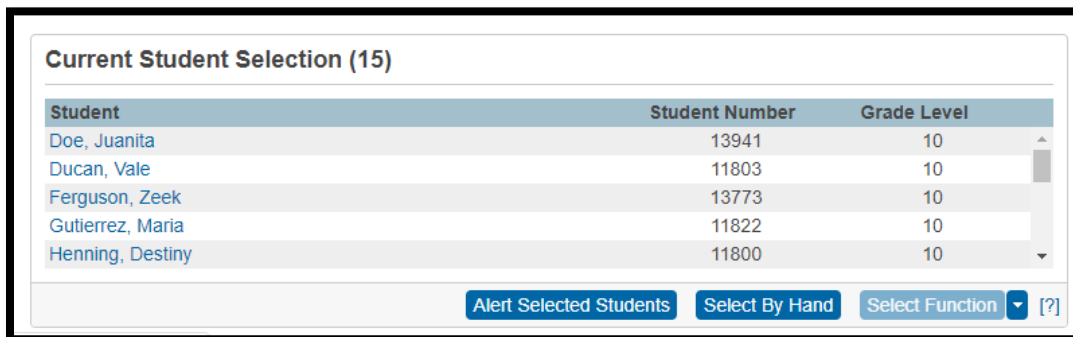
3. Click the field you want to add. The Field List pop-up closes, and the selected field appears in the Search Student field.



4. Enter a field comparator and value after the field name in the Search bar, then click the search button.



5. A list of all students matching the search criteria you entered appears in the Current Student Selection section.





*Note: If you search for a student who has a value for a field matching no other student's value, the search displays the one record it finds.*

## Searching with Comparators

Comparators are tools that you use to search and retrieve records by combining two or more criteria. A combination of comparators and fields are used in searches to narrow the results to a very small group of students at your school.

A simple example of a search using a comparator is **last\_name=Wilson**. This is called a search command because you are commanding PowerSchool to perform a search that contains that particular line of text. In other words, you are telling the PowerSchool system to find all students whose last name is Wilson. All search command lines are broken into three parts:

- Field name: last\_name, first\_name, or student\_number
- Comparator: =, #, >, or <
- Search argument or value: Wilson, M, 7

Below is a list of comparators that can be used when searching with a command.

| Comparator | Meaning                     | Description  | Example                          |
|------------|-----------------------------|--|----------------------------------|
| =          | equals                      | Finds exact match  | First_name = Jane                |
| <          | is less than                | Finds all matches smaller than the value you enter             | Grade_level < 8                  |
| >          | is greater than             | Finds all matches greater than the value you enter             | Grade_level >10                  |
| <=         | is less than or equal to    | Finds all matches less than or equal to the value you enter    | Grade_level <=7                  |
| >=         | is greater than or equal to | Finds all matches greater than or equal to the value you enter | Grade_level >=5                  |
| #          | does not equal              | Finds everything that doesn't match what you entered           | Gender#<br>(Students who do not) |

|          |  |  |   |
|----------|--|--|---|
|          |  |  | <i>have a blank gender)</i>   |
| in       | is [field] present in the search argument?           | Finds all matches that contain one of the items you entered              | last_name in ams<br><i>(searches for students whose last name has ams in it)</i>  |
| 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<br>Cherry Lane  |
| !contain | is the search argument not contained in the [field]? | Excludes matches to what you typed                                       | mailing_street !contains<br>Cherry Lane   |
| @        | wildcard   | Fills in unknown information in the search                               | Last_name = @ing<br><i>(Find students with "ing" at the end of their lastname)</i><br><br>first_name = jo@<br><i>(Find students with "jo" at the beginning of their first name)</i> |
| /        | Inactive individual                                  | Finds inactive students or staff   | /Wilson   |
| ;        | Separate different search criteria                   | Separate different search criteria in the command line                   | grade_level = 5;<br>Gender = M  |