



Searching for Students in PowerSchool

Many times a day you will be asked to find a student within your school's PowerSchool Database. There are situations when you will be given a detailed request as to who you are looking for and sometimes it will be very vague. You are also asked to find groups of students and this too can be challenging. Knowing how to search will give you an advantage and allow you to find that student or group quickly. The search tools detailed here will become invaluable as you strive to be more efficient in your role. Searching students and groups is the first step to viewing data, printing reports, creating exports, etc.

Personalizing Your PowerSchool

Personalizing your individual settings allows you customize the screen you see when you first go to a student, change your password, search options, etc. This can be done by choosing "Personalize" in the left hand tool bar on the home page.



The Interface is where you will set the search options:

Function	Description
Change password	Change current password to a new one.
Default sign in page	Sets the default sign in page.
Initial student screen	Sets the initial student screen.
Interface 	Sets interface options.

Smart Search Options	
Enable Smart Search	<input checked="" type="checkbox"/>
Include Inactive Student/Staff Results	<input checked="" type="checkbox"/>

[Submit](#)

*Smart Search will start to auto-complete as you type in the search field.

Basic Searches

All student searches begin at the Start Page in the Students Tab. Basic searches can be performed in a variety of ways.

- Enter part of all of the student's name in the search box (clicking on the magnifying glass to the right will bring up a list of potential matching students)
- By Grade Level (by clicking on the Grade on the Start Page)
- By Gender (by clicking on M or F on the Start Page)
- By First Letter of the Last Name (by clicking on a letter on the Start Page)
- All Students (by clicking on All on the Start Page)
- By typing in a student's last name, first name (with Smart Search enabled names will appear as you type and the list will narrow down as more letters are entered)



Search

Students Staff Parents

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

K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Current Selection (1)

Once a student or group of students is selected, they become the Current Selection. By clicking on Current Selection you will be able to go back to that student or group of students and access the Group Functions until you select a new student or group. Timing out in the system or logging out will clear the Current Selection as well.

Field Value Searches

PowerSchool has powerful search capabilities that allow you to search for students based on information contained in fields in the database. A list of these fields can be found by clicking on the View Field List on the Start Page. While getting used to using the fields, it may be a good idea to print the list and highlight the fields you use most often as a reference. The field list will change as new fields are added for customizing PowerSchool – check back once in a while to see what is new and searchable.



Search

Students Staff Parents

View Field List

PowerSchool Field List:

Student Field Name		
1: 911_ADDRESS	112: Emerg_Work_Phone_1	223: Mother_Employer
2: AB_AKA_Guest_Names	113: Emerg_Work_Phone_2	224: Mother_home_phone
3: AB_AKA_Surname	114: Emerg_Work_Phone_3	225: Mother_StudentCust_gnd
4: AB_Citizenship	115: Email_Status	226: motherdayphone

Search Commands

Clicking on the field value will enter the information in the search line on the Start Page. This is the first step in creating a search. A search command is a statement of search instructions. Search commands must contain a Field Name, a Comparator and a Search Argument.

Field Name	Comparator	Search Argument
First_Name	=	Maria

There are many comparators you can use and each will provide different search results. PowerSchool uses the following comparators:

Comparator	Means This	Does This	Example
=	Equals	Searches for an exact match of the search argument.	first_name=Mike (would find all students with the first name of Mike)
<	Less Than	Searches for all matches less than the search argument.	grade_level<5 (would find all students in grades K-4)
>	Greater Than	Searches for all matches greater than the search argument.	grade_level >9 (would find all 10-12 grade students)
<=	Less Than or Equal to	Searches for all matches less than or equal to the search argument.	grade_level <=4 (would find all students 4 th grade and below)
>=	Greater Than or Equal to	Searches for all matches greater than or equal to the search argument.	grade_level >= 10 (would find all students grade 10-12)
#	Does Not Equal	Searches for all matches that are anything other than the search argument.	Wrestling#1 to find all students who are NOT involved in Wrestling (all students except wrestlers appear in you selection)
in	One of the values is present in the field	Searches for all the matches that contain one of the search arguments. Each search criteria must be separated by a comma.	Last_Name in Smith, Jones (Searches for students whose last names are Smith or Jones)
contains	The value is contained in the field	Searches for matches where the search argument is anywhere in the field.	street contains Maple Dr (searches for students living on Maple Dr)
!contain	The value is not contained in the field	Searches for matches where the search argument is not anywhere in the field.	street !contain Maple Dr (searches for students <u>not</u> living on Maple Dr)
@	Wildcard	Replaces unknown information in the search argument	First_Name=jacq@ (searches for any student whose first name begins with jacq – such as Jacquine and Jacqueline)

Compound Searches

PowerSchool allows you to use compound searches, meaning you can use multiple search criteria to narrow down the group of students. The searches must be separated by a semi-colon (;).

For example:

- **Grade_level=10;gender=F** – this will find all of the students in Grade 10 who are Female.
- **Basketball=1;Grade_level=10** – this will find all the students with the activity Basketball checked off and are in Grade 10 (for fields that have check boxes – 1 means the box is checked and 0 means it is unchecked)
- **Grade_level>=10;Grade_level<=11** – this will find all of the students who are in Grade 10 and 11

Search Codes

PowerSchool has developed a number of Search Codes that are complex searches that requires the data base to perform a calculation before returning the results.

Search Code	Does This	Example
*birthday	Searches for students whose birthday is today, on a certain date or within a specific range	*birthday=today *birthday=10/28 *birthday>=10/1;*birthday<=10/31
*as_of	Searches for students who were active on the specific date	*as_of=11/23/2011
*not_enrolled_in_period	Searches for students who are not enrolled in a course for the specific period	*not_enrolled_in_period=4
*enrolled_in	Searches for students who are currently enrolled in a specified course or section	*enrolled_in=CTR2010 *enrolled_in=CTR2010.2
*not_enrolled_in	Searches for students who are not currently enrolled in a specified course	*not_enrolled_in=CTR1010
*has_completed_course	Searches for students who have at least one historical grade entry for the specified course	*has_completed_course=CTR1010
*has_not_completed	Searches for students who do not have any historical grade entries for the specified course	*has_not_completed=CTR1010
*cumulative_credit_hours	Searches for students with the specified number of credit hours	*cumulative_credit_hours=12 *cumulative_credit_hours<15 *cumulative_credit_hours<85
*number_of_classes	Searches for students who are currently enrolled in the specified number of classes	*number_of_classes=8 *number_of_classes<7 *number_of_classes#4
*hours_requested	Searches for students who have course requests for the specified number of credit hours	*hours_requested=6 *hours_requested<5 *hours_requested#8
*special_program	Searches for students who are enrolled in the specified special program	*special_program=PUF



Search Prefixes

There are three different Prefixes you can use to enhance searches.

- / This will include all students including those who are inactive. For example `*as_of=9/30/20112` will find those students who were in your school on September 30, 2011 who are still active but `/*as_of=9/30/2011` will find all of the students who were active on September 30, 2011 even if they have left your school
- & This will search within the group you have found. For example `/Enroll_status=2` will find the students in your school who have been transferred out. If from there you wanted to narrow down the search to those who left since September 30, 2011, you would then search `&/exitdate>9/30/2011`
- + This will add students to your list. For example `AB_spcl_edu_stu_1=45` would give you all of the students who are coded 45 - Deaf but if you also wanted the students who were coded 46 – Blind, you would then search `+AB_spcl_edu_stu_1=46`

Enrollment Status

When searching for student based on Enrollment Status you will need to know the following:

- 0 = Active Students
- -1 = Pre Registered Students
- 1 = Inactive Students
- 2 = Transferred Out Students
- 3 = Graduated Students

Concurrent Enrollment Students

Students who are attending classes in multiple schools can sometimes be difficult to track. There are some searches that will help locate these students in your school (when you are not the “home” school)

Search Expression	Result
*secondarystudents=all	A list of students in all grades who are taking classes in the current school, but not enrolled in the current school
*secondarystudents=	A list of students in all grades who are taking classes in the current school, but not enrolled in the current school
*secondarystudents=10	A list of students in grade 10 who are taking classes in the current school, but not enrolled in the current school
*allstudents=all	A list of students in all grades who are taking classes in the current school, including those students enrolled in the current
*allstudents=	A list of students in all grades who are taking classes in the current school, including those students enrolled in the current
*allstudents=10	A list of students in grade 10 who are taking classes in the current school, including those students enrolled in the current school

Fee Searches

There are a number of searches for fee items (if you use the Fee portion of PowerSchool).

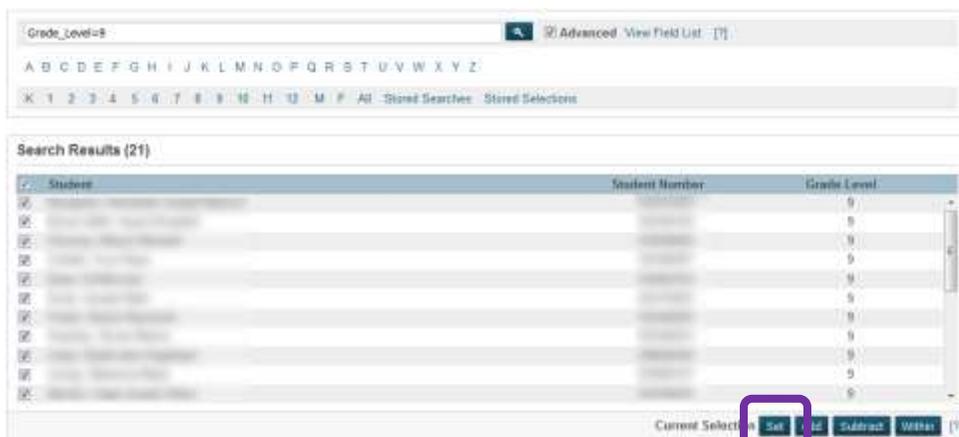
Search Expression	Result
*fee.id=noschool	The students who are not related to a school [Fee] record
*fee.id=nocourse	The students who are not related to a course [Fee] record
*fee.fee_balance=partial	The students who have at least one fee with a partial balance (partially paid)
*fee_balance.balance=partial	The students who have a partial global balance (partially paid)
*fee_balance.balance=0	The students who have a global balance equal to 0 Note: The [Fee_balance] record for a student is created when a transaction is created. Some students may not have a [Fee_balance] record because they never had a transaction created. This expression looks for [Fee_balance] records with a zero balance. The students who do not have a [Fee_balance] record will not appear in the results even though their balance is zero
*fee_balance.balance=null	The students who have no [Fee_balance] record. Note: This expression complements *fee_balance.balance=0 by returning the students who have no [Fee_balance] record

Advanced Searches

At the end of the search area, right after the magnifying glass, there is a check box that says "Advanced". Checking this box opens up a different abilities to add to or subtract from a group already selected.



Once an initial group has been searched for, click **Set** to make them the Current Student Selection.





Search Results (21)

<input checked="" type="checkbox"/> Student	Student Number	Grade Level
[blurred]	[blurred]	9

Current Selection **Set** **Add** **Subtract** **Within** [?]

Current Student Selection (21)

Student	Student Number	Grade Level
[blurred]	[blurred]	9

Select By Hand Print Mailing Labels [?]

Enter the second search criteria, search and the new group will show up under Search Results. There are four different options with this group.

Search Results (169)

<input checked="" type="checkbox"/> Student	Student Number	Grade Level
[blurred]	[blurred]	2
[blurred]	[blurred]	2
[blurred]	[blurred]	11
[blurred]	[blurred]	10
[blurred]	[blurred]	2
[blurred]	[blurred]	?

<< < 1 2 > >>

Current Selection **Set** **Add** **Subtract** **Within** [?]

Current Student Selection (21)

Student	Student Number	Grade Level
[blurred]	[blurred]	9

Select By Hand Print Mailing Labels [?]

Set – this will make the new Search Results the Current Student Selection

Add – will **add** the Search Results to the Current Student Selection

Subtract – will **remove** the Search Results from the Current Student Selection

Within – will make the students that are in **both** the Search Results and the Current Student Selection the new Current Students Selection (removing the students who are not in both lists)

From the Current Student Selection, all group functions can be performed.



Stored Searches

When you have a search you use many times, you can create a Stored Search that will allow you to search for a group of students meeting the criteria without having to type it in each time. On the Start Page, click on Stored Searches and then on New.

Other Options

Name your search with what it is you are searching and best practice is to include your initials so you know it is your search. Enter the search and submit. When you want to run the search again, click on Stored Search and then Run Search. You can edit the Stored Search by clicking on the name.

Edit Stored Search

Option	Value
Name	Today's Birthdays - BP
Search instructions (one search command on each line) (Fields)	*birthday=today

Stored Selections

Different from Stored Searches, Stored Selections store a group of students and do not add or remove students from the list as they come or go from the school.

Start by creating your group and then from the Group Functions choose Save Stored Selection. Name it and submit. You are able to edit the lists at a later date and if you wish to do that, use the help menu to assist you.

Stored Selections

94 Students records in current selection

Name of new selection:

- SAVE the current selection with a new name
- ADD records that belong to ANY of the checked selections TO the current selection
- FILTER records in current selection BY records that belong to EVERY checked selection
- CREATE a NEW selection based on records that belong to ANY of the checked selections
- CREATE a NEW selection based on records that belong to EVERY checked selection
- DELETE all checked selections
- PUBLISH all checked selections for other users

Selections	Published	#	
<input type="checkbox"/> ELL		54	Ops Functions



Summary

This session covered:

- Basic Searches
- Complex Searches
- Storing Searches
- Advanced Searching

References for this document include, but were not limited to, the PowerSchool Initial Training Workbook, PowerSource, How to Search and the Help Menu.