eSchoolPlus+

State Reporting Advanced Searches
Version 20.4

June 2021

Arkansas Public School Computer Network

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Table of Contents

Search Guidelines

Student Quick Search

Quick Search, located on the toolbar below the system's banner, provides a fast, convenient way to navigate to pages and locate *active* students. Because the Quick Search feature is available on all of the main pages in eSchoolPLUS, it is not necessary to leave the page being worked on to search for and select a student. While this feature also enables the user to find and select menu options, our focus in this section is on the Student Search.
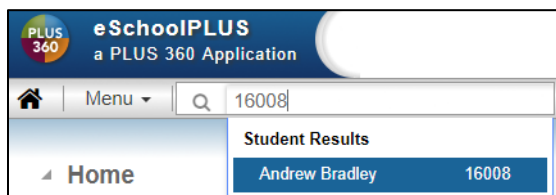
Quick Search pulls only for students <u>whose current status is Active</u>. To find students with other statuses, the Student Search page must be used.

To initiate a search, simply type a few characters in the Quick Search field. A drop-down list displays showing menu items and students that match your entry. For example, typing *banks* will display a list of students whose names include these characters. Only the first 10 records will display. Use the Student Search for further records or narrow the search.
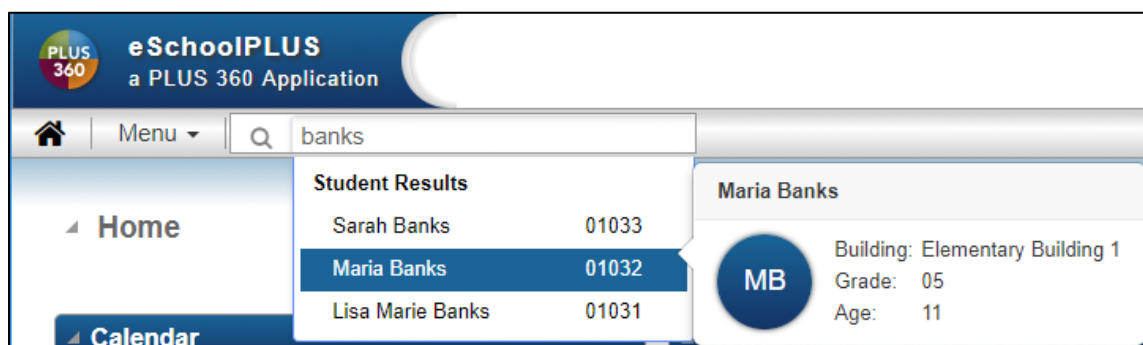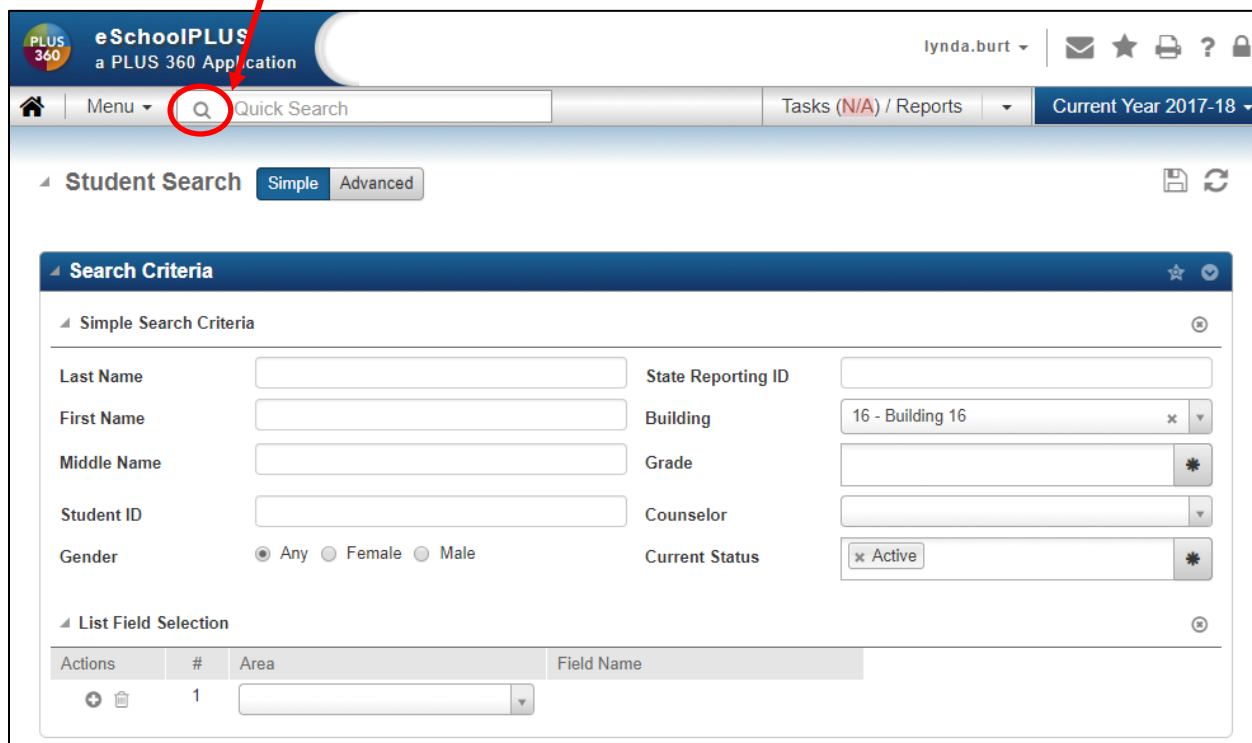
Searching Tips and Tricks

➢ Search by student ID: Triggered if a number is entered. Enter at least two characters. Returns 10 matching entries sorted by student id.

➢ Search by Lastname: For example, enter "Bradley,". Returns 10 matching entries where lastname = Bradley

➢ Search by Lastname, Firstname: Returns exact matches for Lastname, then conducts a "sounds like" search on Firstname. Exact matches listed first on the list.

➢ Search by Firstname <space> Lastname: Triggered when a "space" is found after the firstname entered. Search returns students whose first name matches the entry – or "sounds like" the entry. Exact matches listed first followed by "sounds like"

➢ Search by Firstname <space>– or -- Lastname <space>: Search returns exact matches to first name, followed by an sounds like in last name.

To select a student from Quick Search's drop-down list, simply click the student's name. The result depends on the type of page the user is on.

• If on an administrative page or the eSchoolPLUS Home page, the Student Summary page displays when the student is selected. To display a different student page, select the appropriate option from the menu or use Quick Search to find the option.

• If already on a student page, either the relevant data displays for the selected student or a blank page displays for entering a new record for the student.

Simple Student Search

From the **Student Quick Search** select 🔍 the magnifying glass. The Student Search page also displays when a menu option is selected for a student page but a student has not yet been selected.

Use this page to create and run student searches. Searches can be run in two modes:

Simple	Uses a limited number of fields to find students, such as Last Name and Grade.
Advanced	Uses a wide range of fields to find students applying various conditions and operators in the search criteria.

Use the Simple search page to search for students quickly, using common search criteria. Students can be searched based on name, student ID, gender, state ID, building, grade, counselor, and current status. The search selects only students who match ALL of the criteria entered. To enter conditional searches, or to search on other data, use the Advanced Search.

The Student Search page also enables the user to save searches as favorites, publish searches for others to use, subscribe to searches created by others, mass update certain fields in the search results, and set the number of records that can display in a single page. For more information, refer to *Advanced Student Search* section.

To use the simple search:

1. Select 🔍 (Search) on any student page.
2. Select **Simple** mode.
3. On the Search Criteria panel, use the Simple Search Criteria fields to define the search.
   - Partial entries can be entered in the Last Name, First Name, and Middle Name fields to search for names containing the characters entered. For example, the characters *ander* in the Last Name field match Alexander, Anderson, and Vanderbilt.
   - Fields validated against lists are denoted by the single select box. Entering a value in the search field returns values which match either the code or the description.

- Multi-select fields can be populated with all valid values by selecting ✱ or clicking on each value to add them to the field. All values can be removed by selecting ✱ or clicking on an individual value to remove the value from the list.

4. Enter List Field Selection criteria.

- Select the Area and Field Name to display (which is now sorted alphabetically).
- Click ⊕ to add a display field above the selected row which will change the order of fields displayed.
- Click 🗑 to delete a display field.

5. Click ⟳ (Load) at the top right of the page to run the search. The records retrieved display on the Search Results panel and the Search Criteria panel minimizes.

Navigating the Search Results

Advanced Student Search

Advanced Searches allow the user to retrieve records that match the criteria. The system compares the criteria against the corresponding fields and selects only those records that have matching data. This function is available on all pages.

From the **Quick Search field** select 🔍 the magnifying glass. The Student Search page also displays when a menu option is selected for a student page but a student has not yet been selected.

Advanced Search Criteria

➢ On the Student Search page, select Advanced
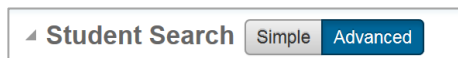
➢ Enter your Advanced Search Criteria

- o Area: Areas and Programs sorted **alphabetically!**
- o Fields sorted alphabetically
- o Condition now has "is blank" and "is not blank"
- o Value now has Codes and Descriptions associated with the table-validated field.

➢ Click 📑 to copy search criteria row to a new row below. Modify one or more fields in new row to create a new statement.

➢ Click ➕ to add a search criteria row (the row will be added above the row selected)

➢ Click 🗑 to delete a search criteria row

➢ Click the ⊗ *Clear Filter* icon in the upper right below the Search Criteria bar to clear all criteria.

1. Under the *Advanced Search Criteria* section, enter the appropriate criteria.

➢ *Area*: Select the area to search.
➢ *Field Name*: Select the field to search.
➢ *Condition*: Select the condition to define how the system should search for records that match a value specified. The conditions available depend on the selected data type being searched.

Condition	To find records...
=	equals the criteria *(Only allows one entry)*
>	is greater than the criteria
>=	is greater than or equal to the criteria
<	is less than the criteria
<=	is less than or equal to the criteria
is in	is found in the comma-delimited list
is not in	is not found in the comma-delimited list
<>	is not equal to the criteria
is blank	is null (no value entered)
is not blank	can be any value *(New in 4.0)*
starts with	starts with the specified numbers or characters
contains	contains the specified numbers or characters
is in month	date is in the selected month
is in year	date is in the selected year

➢ *Value*: Specify the value(s) to be used for the searched field.

2. AND/OR is used to enter additional criteria on the next line.

   ➢ *And* is used to return records when the current statement and preceding statement are true; that is, both statements must be satisfied.
   ➢ *Or* returns records when the current statement <u>or</u> preceding statement are true; that is, only one statement must be satisfied (though both can be true).

3. To group two or more conditions, select their (Group) checkboxes, then click (Group) column header. Grouping enables the system to consider *OR* statements separately within a set of other conditions.

4. Repeat Steps 1-3 as needed to enter additional criteria.

5. Complete the *List Field Selection* and *Sort Field Selection* sections as needed. Refer to the following sections for more details on these topics.

6. When all the criteria have been entered for the search, click the ⟳ *Load Records* button to retrieve records.

List Field Selection

Users can control the data fields that displays on the *Student Search* results window. These can be saved in favorite searches, and they can also be used to print a list of student information. By default, the fields that display are the Student Name, Student Id, Building, Grade, Gender, House/Team, and Counselor. When the Custom radio button is selected, the Student Name and Student ID display automatically, in addition to any other fields selected.

To change the fields that display:

1. On the *Advanced Search* mode, scroll down to the *List Field Selection* area.

2. Choose the *Area* and *Field Name* that correspond to the data that is being searched on.
   - Click ⊕ to add a display field row *above* the selected row which will change the order of fields displayed
   - Click 🗑 to delete a display field row.
3. Click ⟳ (Load) at the top right of the page to run the search. The records retrieved display on the Search Results panel and the Search Criteria panel minimizes.

Note: Depending on the fields selected, some areas of the *Advanced Search* may return multiple records per student. See the *eSchoolPlus+ Registration Training Guide*, Troubleshooting Duplicate Records section, for more detail.

Saving and Using Search Favorites

Users can save searches for records that are accessed frequently.

Saving a search criteria as a Favorite:

The Student Search page as well as several other search pages in eSchoolPLUS allow saving search criteria as a favorite. The Favorites feature is available if the ☆ (Favorite Searches) icon displays on a page's Search Criteria title bar.

1. Create a simple or advanced search, or retrieve a Search Favorite.
2. On the Search Criteria panel, click ⊙ (Additional options), then select one of the following options:
   Save Search - Displays the Save Search window for saving a new favorite.
   Warning on the following exceptions:
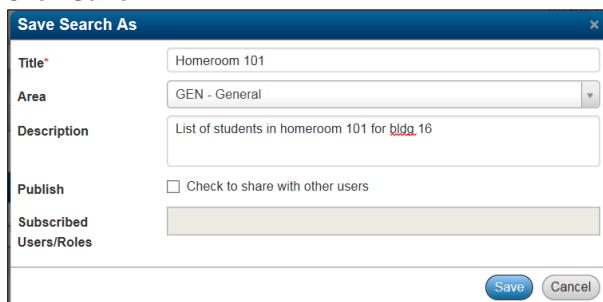
- If making edits to a retrieved favorite, selecting *Save Search* saves changes immediately without displaying the window and **overwrites** the previous search.
- If making edits to a subscribed favorite, unless the user has the security resource for overwriting published favorites: SYSTEM MAINT EDTPUBSRCH, the *Save Search* option will save within the user's Favorites with the same name. The user may prefer to save the edited favorite under a new name using *Save Search As*.

Save Search As - Displays the Save Search As window, which enables the user to save an existing favorite under a new name or to change any of the other settings listed in the below step.

3. Complete the fields in the Save Search or Save Search As window:

- **Title** - Enter the favorite's name.
- **Area** - Select an option to categorize the favorite. GEN - General defaults.
- **Description** - Enter notes describing the favorite.
- **Publish** - Select the checkbox to share your favorite with others.
- **Subscribed Users/Roles** - If Publish is selected, the field's drop-down list can be used to select specific users or identify the roles users must have to access the favorite.

4. Click **Save**.

Using a Search Favorite:

1. From the Simple or Advanced Search page click ⚙.

2. Click the name link of the saved Favorite. The search will run and retrieve the criteria and search results, as well as any field and sort selections.

3. The user can adjust the criteria to this search and *Load Records* (🔁) to pull new Search Results. Any change to the search is not saved unless *Save Search* under the ⊙ (additional options) is selected.
   Note: The 💾 (Save) does not save changes to the favorites.

Retrieve and Manage Search Favorites:

The Student Search page as well as several other search pages in eSchoolPLUS allows saving the search criteria as a favorite. The favorites feature is available if the ⭐ (Favorite Searches) icon displays on a page's Search Criteria title bar. Favorites can be retrieved from the Simple or Advanced Search page.
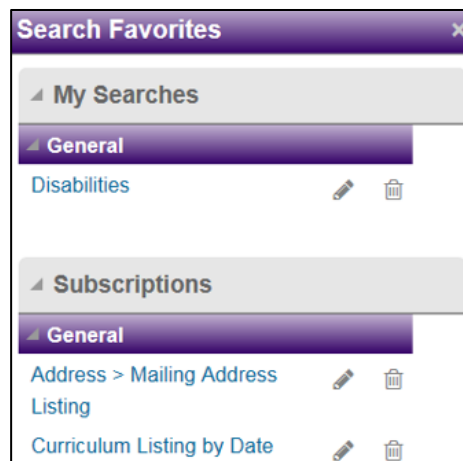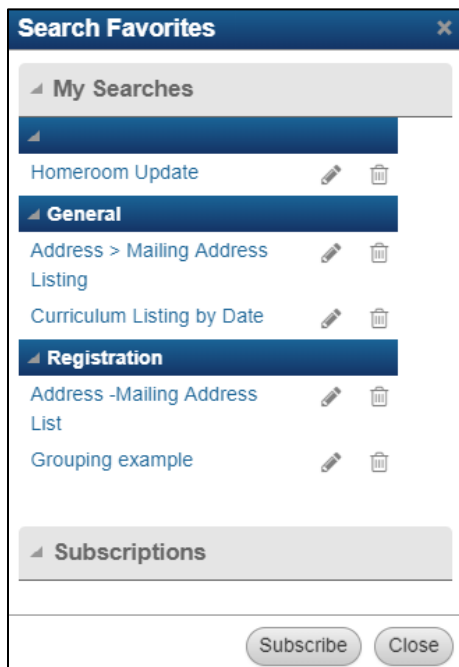
Areas for organizing searches will vary by user. There may only exist a blank area and a General area. See below procedures for the detail instructions.

1. On the Search Criteria panel's title bar, click ⭐ (Favorite Searches).

2. In the Search Favorites window, the below items are available:

   - Retrieve a favorite by clicking its name link on the My Searches or Subscriptions panel. This retrieves the criteria and search results, as well as any field and sort selections.
   - Display the Save Search window for a favorite by clicking its ✏ (Edit) icon. For information on using this window, refer to the previous procedure on saving search criteria as a favorite.
   - Delete a favorite by clicking 🗑 (Delete). **Warning:** There is no warning or confirmation message. The Delete is immediate.
   - Add published favorites to a user's Subscriptions list by clicking **Subscribe**. More detail follows on Subscribing to Search Favorites.

3. Click **Close** to close the Search Favorites window.
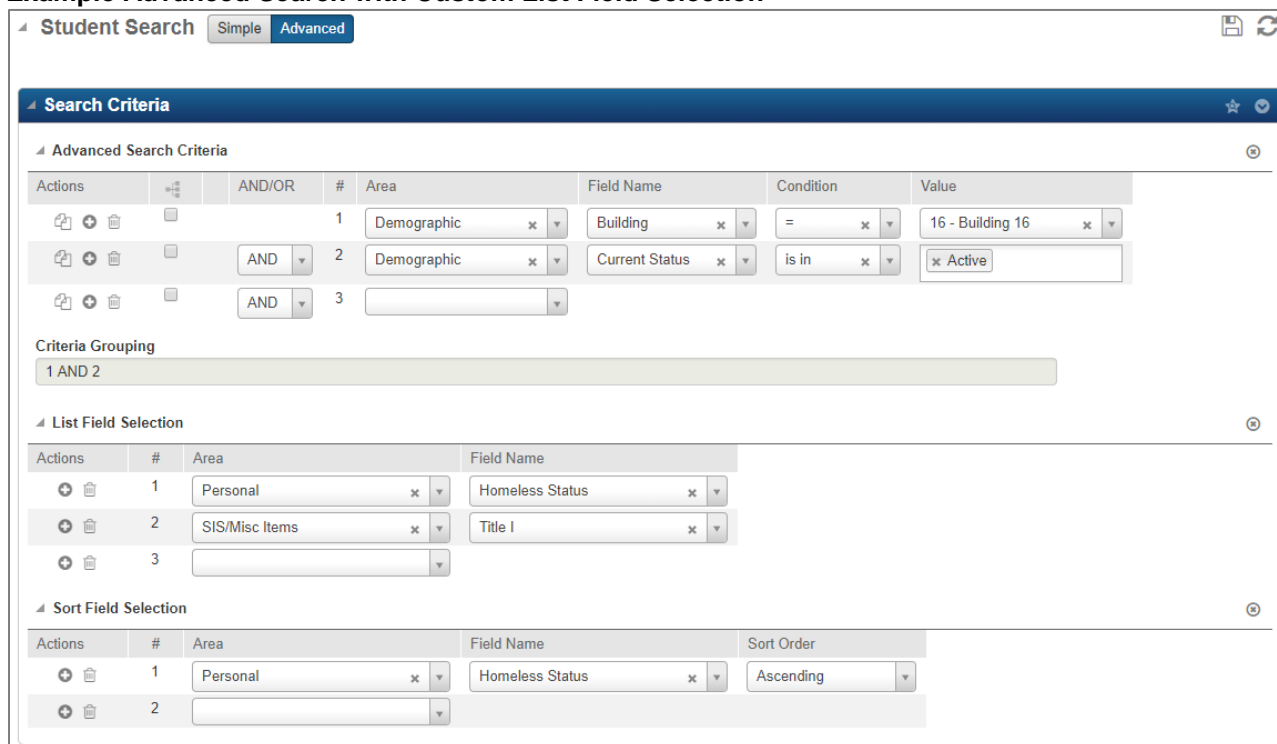
Student Custom Report

Custom reports can be created from a Simple or Advanced Search. The report may be sorted and/or page breaks created. The reports may be exported in PDF or Excel.

From the **Quick Search field** select 🔍 the magnifying glass.

1. Set the Advanced Search Criteria.

2. Set *List Field Selection* and *Sort Field Selection* where applicable. To create a report with page breaks, the *Sort Field Selection* values are used. If there is no Sort selection, the page break option will not be available.

Example Advanced Search with Custom List Field Selection

3. Select to **Load Records (↻)**.

4. Select the desired Report Output Format to either PDF 📄 or Excel 📊.

Example Student Listing > Search Results

5. On the Report Options window, the following can be set as needed:

   ➢ In the *Options* section, enter a new report title or leave as **Student List Report**.

   ➢ Break Setup. If sort columns were specified in the *Sort Field Selection*, select Report Break option.

   ➢ Column Setup. If combined columns display in the Search Results, select display options in the Column Setup section. Select one of the following for each field: Code Only, Description Only, Separate Columns, or Combine Columns.
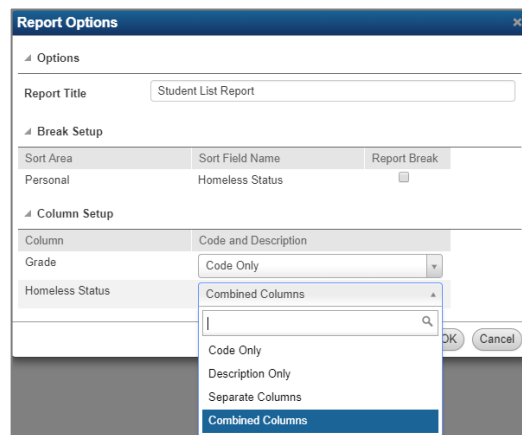
6. Select **OK** and the report opens up in a new browser tab. The report is also saved under Tasks and Reports as *Student List Report* or unique name that was given.

Example Student Listing Report in PDF Format

6/22/2018		**Student List Report**		Page 1 of 1
Student Name	**Student ID**	**Grade**	**Homeless Status**	**Title I**
Bradley, Ashleigh	16007	12		
Bradley, Andrew	16008	10		N
Brookheimer, Melody Lee	16012	09		
Brown, Alice	17032	11		N
Burton, Lauren	17065	11	D - Doubled Up With Other Family	N
Cho, Jonathan	16013	12		

Example Student Listing Report in Excel Format

	A	B	C	D	E
1	**Student List Report**				
3	**Student Name**	**Student ID**	**Grade**	**Homeless Status**	**Title I**
4	Bradley, Ashleigh	16007	12		
5	Bradley, Andrew	16008	10		N
6	Brookheimer, Melody Lee	16012	09		
7	Brown, Alice	17032	11		N
8	Burton, Lauren	17065	11	D - Doubled Up With Other Family	N
9	Cho, Jonathan	16013	12		

Note: When Output Format is set to Excel, a dialog box opens with the options: Open, Save, or Cancel.

Advanced Searches

Staff Searches

Menu Access: Administration > Registration Setup > Building > Staff OR Scheduling > Courses > Resources > Staff

Staff SSN is missing:

And/or	Area	Field Name	Condition	Value
	Staff District	Ssn	Is blank	

Staff SSN Search:

And/or	Area	Field Name	Condition	Value
	Staff District	Ssn	= (equals)	(SSN with no dashes)

Active Staff by Building:

And/or	Area	Field Name	Condition	Value
	Staff Building	Building	= (equals)	(building #)
And	Staff Building	Active	= (equals)	Y

Student Searches

From the **Quick Search** field in the *eSchoolPlus* bar**,** select 🔍 the magnifying glass and the *Advanced* mode.

Current Status Preregistered Students

And/Or	Area	Field Name	Condition	Value
	Demographic	Current Status	= (equals)	P
And	Entry /Withdrawal	School Year	= (equals)	(current year, such as 2019)
And	Entry/ Withdrawal	Withdrawal Code	Is blank	

Student SSN Missing

And/Or	Area	Field Name	Condition	Value
	Personal	Social Security Number	Is blank	
And	Demographic	Current Status	= (equals)	A

Student SSN Search

And/Or	Area	Field Name	Condition	Value
	Personal	Social Security Number	= (equals)	(SSN with no hyphens)

State Reporting ID Missing

And/Or	Area	Field Name	Condition	Value
	Personal	State Report ID	is blank	
And	Demographic	Grade	<> (is not equal to)	PK
And	Demographic	Current Status	= (equals)	A

Actual Graduation Date Missing

And/Or	Area	Field Name	Condition	Value
	Academic	Graduation Date	is blank	
And	Demographic	Grade	= (equals)	12
And	Demographic	Current Status	= (equals)	A

'Old' Student Search

And/Or	Area	Field Name	Condition	Value
	Demographic	Birthdate	< (is less than)	8/19/1995
And	Demographic	Current Status	= (equals)	A

'Not yet born' Student Search

And/Or	Area	Field Name	Condition	Value
	Demographic	Birthdate	> (is greater than)	07/01/2018
And	Demographic	Current Status	= (equals)	A

Relationship Search

And/Or	Area	Field Name	Condition	Value
	Student/Contact Relationships	Relation Code	Is in (comma delimited)	O,T,X
And	Demographic	Current Status	= (equals)	A

Blank Meal Status Search

And/Or	Area	Field Name	Condition	Value
	Personal	Meal Status	Is blank	
And	Demographic	Current Status	= (equals)	A
And	Entry/Withdrawal	School Year	= (equals)	2019

Preregistered Students

And/Or	Area	Field Name	Condition	Value
And	Demographic	Current Status	= (equals)	P

Guardian 1 Address is Missing

And/or	Area	Field Name	Condition	Value
	Student/Contact Relationships	Contact Priority	= (equals)	1
And	Contacts	Street Name	Is blank	
And	Demographic	Current Status	= (equals)	A

Migrant Search

And/Or	Area	Field Name	Condition	Value
	Personal	Migrant	= (equals)	Y
And	Demographic	Current Status	= (equals)	A

504 Student Search

And/Or	Area	Field Name	Condition	Value
	Personal	Section 504 Plan	= (equals)	Y
And	Demographic	Current Status	= (equals)	A

Title I Search

And/Or	Area	Field Name	Condition	Value
	SIS/Misc Items	Title I	= (equals)	Y
And	Demographic	Current Status	= (equals)	A

ELL Search

And/Or	Area	Field Name	Condition	Value
And	Demographic	Current Status	= (equals)	A
And	ELL	ELL entry/exit	= (equals)	Y

Resident County Search

And/Or	Area	Field Name	Condition	Value
	Demographic	County of Residence	= (equals)	(Enter County #)
And	Demographic	Current Status	= (equals)	A

Resident County Is Blank

And/Or	Area	Field Name	Condition	Value
	Demographic	County of Residence	Is blank	
And	Demographic	Current Status	= (equals)	A

Homeless Search

And/Or	Area	Field Name	Condition	Value
	Personal	Homeless	Is in (comma delimited)	D,HM,S,U
And	Demographic	Current Status	= (equals)	A

Unaccompanied Youth Without Valid Homeless Code

And/Or	Area	Field Name	Condition	Value
	SIS/Misc Items	Unaccompanied Youth	= (equals)	Y
	Personal	Homeless	Is in (comma delimited)	D,HM,S,U
And	Demographic	Current Status	= (equals)	A

Invalid Homeless Search

And/Or	Area	Field Name	Condition	Value
	Personal	Homeless	Is in (comma delimited)	O,SH,UY
And	Demographic	Current Status	= (equals)	A

Current Resident Code

And/Or	Area	Field Name	Condition	Value
	Personal	Resident	Is in (comma delimited)	(pull resident codes)
And	Demographic	Current Status	= (equals)	A

Curriculum is Missing

And/Or	Area	Field Name	Condition	Value
	Academic	Curriculum	Is blank	
And	Demographic	Current Status	= (equals)	A

SIS/Misc Items Screen

From the **Student Quick Search** select 🔍 the magnifying glass and the *Advanced* mode.

Transportation Code Search (To search by date see Programs area of this document)

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Transported	= (equals)	(T or N)
And	Demographic	Current Status	= (equals)	A

Travel Code Invalid (Pull records with blank values by using Condition 'is blank')

And/Or	Area	Field Name	Condition	Value
	Demographic	Current Status	= (equals)	A
And	SIS/Misc Items	Travel code	Is not in (comma delimited)	B,D,G,P (Use any combination of these codes)

Travel Code Search

And/Or	Area	Field Name	Condition	Value
	Demographic	Current Status	= (equals)	A
And	SIS/Misc Items	Travel code	Is in (comma delimited)	B,D,G,P (Use any combination of these codes)

Consolidated School's LEA Search (where any value exists)

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Consolidated School's LEA	Is not blank	
And	Demographic	Current Status	= (equals)	A

Preschool Code Search (could add optional row by grade = PK)

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Preschool	Is in (comma delimited)	A,C,E,EC,H,O,P,PS
And	Demographic	Current Status	= (equals)	A

No Preschool Value by Grade (Pull records with blank values by using Condition 'is blank' or possibly where value = NA)

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Preschool	Is not in (comma delimited)	A,C,E,EC,H,O,P,PS
	Demographics	Grade	= (equals)	PK
And	Demographic	Current Status	= (equals)	A

21st CCLC Program Search

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	21st CCLC Program	= (equals)	Y
And	Demographic	Current Status	= (equals)	A

Gifted/Talented Search (To search by date see Programs area of this document)

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Gifted/Talented	= (equals)	Y
And	Demographic	Current Status	= (equals)	A

Smartcore Waiver Search

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Smartcore Waiver	= (equals)	Y
And	Demographic	Current Status	= (equals)	A

ADM Part-Time Percentage Search

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	ADM Part-Time Percentage	Is not blank	
And	Demographic	Current Status	= (equals)	A

Supplemental Services Search (Y/N)

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Supplemental Services	= (equals)	Y
And	Demographic	Current Status	= (equals)	A

Supplemental Services Provider is Missing Search

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Supplemental Services	= (equals)	Y
	SIS/Misc Items	Supplemental Provider	Is blank	
And	Demographic	Current Status	= (equals)	A

Facility Name Search (Finds any value entered)

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Facility Name	Is not blank	
And	Demographic	Current Status	= (equals)	A

Title I Search

And/or	Area	Field Name	Condition	Value
	SIS/Misc Items	Title I	= (equals)	Y
And	Demographic	Current Status	= (equals)	A

SSN Correction

From the **Student Quick Search** select Q the magnifying glass and the *Advanced* mode.

Adjust *Field Name* depending on the cycle. Search Examples below.

To find any date on or after the first day of school year:

And/or	Area	Field Name	Condition	Value
	SSN Correction	Change Date in Cycle 1	Is not blank	

To find any existing value:

And/or	Area	Field Name	Condition	Value
	SSN Correction	SSN Change in Cycle 1	Is not blank	

Fields on SSN Correction screen are:

SSN Change In Cycle 1	Change Date In Cycle 1
SSN Change In Cycle 2	Change Date In Cycle 2
SSN Change In Cycle 3	Change Date In Cycle 3
SSN Change In Cycle 4	Change Date In Cycle 4
SSN Change In Cycle 5	Change Date In Cycle 5
SSN Change In Cycle 6	Change Date In Cycle 6
SSN Change In Cycle 7	Change Date In Cycle 7
SSN Change In Cycle 8	Change Date In Cycle 8
SSN Change In Cycle 9	Change Date In Cycle 9

Tip: AND/OR column is used to enter additional criteria on the next line.

- And is used to limit records retrieved to those matching all criteria specified.
- Or is used if records can match one line of criteria or the other.

The below criteria example would pull records that meet ANY of the criteria rows:

Entry/Withdrawal

From the **Student Quick Search** select 🔍 the magnifying glass and the *Advanced* mode.

Drop Out/No Show

And/or	Area	Field Name	Condition	Value
	Entry/Withdrawal	Withdrawal Date	>= (is greater than or equal to)	10/01/XXXX(last school year)
And	Entry/Withdrawal	Withdrawal Code	Is in (comma delimited)	015,040,050,060,070,080,090,100, 110,120,130,150,NOS

Prior Year Open Vector Lines

And/or	Area	Field Name	Condition	Value
	Entry/Withdrawal	E/W School Year	Is not in (comma delimited list)	20XX(current school year)
And	Entry/Withdrawal	E/W Withdrawal Code	Is blank	

Early Graduates

And/or	Area	Field Name	Condition	Value
	Entry/Withdrawal	E/W School Year	= (equals)	20XX
And	Entry/Withdrawal	Withdrawal Code	= (equals)	140

Entry Date greater than/equal to Specific Date

And/or	Area	Field Name	Condition	Value
	Entry/Withdrawal	Entry Date	>= (is greater than or equal to)	08/15/2016
And	Entry/Withdrawal	E/W Building	= (equals)	(bldg#)

Programs

It is also advisable to run the Cognos Report, *APSCN Students With Missing Required Programs*, found under menu path: Team Content > Student Management System > Demographics > Programs.

Programs can be difficult to search as some programs are restarted each year while others continue until withdrawn either from the district or from the program. The following is simply a search example to learn the process for searching programs. When searching students currently enrolled with a specific value, it is best to use the 'Source field', such as Personal screen for Meal Status and Residency OR Academic screen for Curriculum.

From the **Student Quick Search** select 🔍 the magnifying glass and the *Advanced* mode.

Curriculum (any student coded AE during the date range)

And/or	Area	Field Name	Condition	Value
	Demographic	Current Status	= (equals)	A
And	Curriculum	Curriculum Start Date	> (Is Greater than)	(possibly first day of school)
And	Curriculum	Curriculum	= (equals)	AE

Gifted/Talented (open vector)

And/or	Area	Field Name	Condition	Value
	Demographic	Current Status	= (equals)	A
And	Gifted/Talented	Gifted/Talented	= (equals)	Y
And	Gifted/Talented	Gifted/Talented End Date	is blank	

<u>Discipline</u>

Menu: Interventions > Office > Incident Detail > Select *Advanced* mode

Note: Beginning with version 4.0 more flexible is allowed with the Simple mode search. Below are examples of using the Advanced Search mode.

All entries of specific incident/offense code for current year

And/Or	Area	Field Name	Condition	Value
	Incident	Building	= (equals)	(bldg#)
And	Incident	School Year	= (equals)	(school year 20XX)
And	Incident	Incident Code	= (equals)	(incident code #)

All entries of specific action code for current year

And/Or	Area	Field Name	Condition	Value
	Incident	Building	= (equals)	(bldg#)
And	Incident	School Year	= (equals)	(school year 20XX)
And	Incident Offender Actions	Action Code	= (equals)	(action code #)

Missing duration on suspensions/expulsion actions

And/Or	Area	Field Name	Condition	Value
	Incident	Building	= (equals)	(bldg#)
And	Incident	School Year	= (equals)	(school year 20XX)
And	Incident Offender Actions	Action Code	Is in (comma delimited list)	01,02,03,04,11,12,13,14,15,16, 17,18,19
And	Incident Offender Actions	Actual Duration	Is blank	

Note: While the above searches have filters for a School Year, a range of dates could also be entered by adding a row containing Incident > Incident Date > for example, greater than equal to > select date.

Scheduling

Student Schedules

From the **Quick Search** field in the *eSchoolPlus* bar**,** select Q the magnifying glass and the *Advanced* mode.

Students Out of Grade Level for Course Code

And/or	Area	Field Name	Condition	Value
	Student Schedules	Course Status	Is in (comma delimited list)	A,L
And	Master Schedule	Course	starts with	(first 3 digits of course code)
And	Master Schedule	School Year	= (equals)	20XX
And	Entry/Withdrawal	Grade	Is not in	(grade level(s))
And	Entry/Withdrawal	School Year	= (equals)	20XX

Modeled Schedule Search (Could list Master Schedule > School Year as Field Display Selection)

And/or	Area	Field Name	Condition	Value
	Students Schedules	Modeled	= (equals)	Y
And	Demographics	Current Status	= (equals)	A

Master Schedule

Menu Path: Scheduling > Course Sections > Master Schedule > Select *Advanced* mode

Course Search

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule	Course	Is in (comma delimited list)	(Course(s)#)

Course Number Error Search (first 5 digits of course section#)

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule	Course	Starts With	(first 5 digits of #)

Course with no Teacher (Staff)

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Sessions	Primary Staff ID	= (equals)	0

Courses with zero Used Seats (This is if any MP Used Seat field equals zero.)

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Marking Periods	Used Seats	= (equals)	0 (zero)

Course with Secondary Teacher (Staff)

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Additional Staff	Staff Id	Is not blank	

Master Schedule SIS Data

Menu Path: Scheduling > Course Sections > Course SIS Data > Select *Advanced* mode > Search for desired records

Alternative Environment Courses

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Alternative Environment	= (equals)	Y

ALE Course Minutes is missing
(Optional row: Could add row by Course Code, such as Music, Art, PE.)

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Alternative Environment	= (equals)	Y
And	Master Schedule Course SIS Data	Course Minutes	Is blank	
OR	Master Schedule Course SIS Data	Course Minutes	= (equals)	0
Note: Group the two bottom criteria rows. See the *Software Search Options* guide section on Grouping Statements for detailed instructions.				

Course Minutes is Greater than Zero

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Course Minutes	>= (is greater than or equal to)	0 (zero)

College Credit

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	College Credit	= (equals)	Y

College Credit with Missing Institution Issuing Credit

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	College Credit	= (equals)	Y
And	Master Schedule Course SIS Data	Institution Issuing Credit	Is Blank	

Course Minutes (Period Length) is missing

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Course Minutes	Is blank	

Distance Learning with Missing Distance Ed Provider

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Distance Learning	Is in (comma delimited list)	CN,FL
And	Master Schedule Course SIS Data	Distance Ed Provider	Is blank	

Distance Learning with Missing Digital Delivery

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Distance Learning	Is in (comma delimited list)	CN,FL
And	Master Schedule Course SIS Data	Digital Delivery	Is not in	CV,WB

Licensure Exception

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Licensure Exception	<> (is not equal to)	NA

Kindergarten Overage Flag

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Kindergarten Overage Flag	= (equals)	Y

Exclude from Cycle

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Exclude from Cycle	= (equals)	000000

Exclude from Cycle is blank

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Exclude from Cycle	Is blank	

Special Ed Courses in Master Schedule

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Special Ed	= (equals)	Y

Vocational LEA

And/or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Vocational Lea	Is not blank	

Report Cards

Note: Another method to find missing marks is the *Student Mark Summary Report* using eSchool Path: Mark Reporting > Entry & Reports > Report Card Reports > Student Mark Summary. See eSchool Mark Reporting Training Guide for detailed instructions.

From the **Student Quick Search** select Q the magnifying glass and the *Advanced* mode.

Report Card Semester Grades Missing (adjust marking periods as needed)

And/or	Area	Field Name	Condition	Value
	Student Mark Reporting Marks	Mark Type	Is in (comma delimited list)	SEM,SEMQ
And	Student Mark Reporting Marks	Marking Period	Is in (comma delimited list)	2,4 (Or applicable marking period codes)
And	Student Mark Reporting Marks	Mark Value	Is blank	
And	Master Schedule	School Year	= (equals)	(current school year)

Note: An additional row could be added for Demographic > Building > Equals to narrow the search to students in a specific building.

Medical

From the **Student Quick Search** select Q the magnifying glass and the *Advanced* mode.

Hearing

Missing Follow Up code

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Hearing	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	contains	hear
And	Referrals	Referral Code	Is not blank	
And	Referrals	Follow Up Code	Is blank	
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)

Incorrect Referral

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Hearing	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	contains	hear
And	Referrals	Referral Code	Is not in (comma delimited list)	P,S,U
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)

Invalid Referral/Follow Up combination for Referral = P/Physician or U/Audiologist

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Hearing	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	contains	hear
And	Referrals	Referral Code	Is in (comma delimited list)	P,U
And	Referrals	Follow Up Code	Is not in	R,N,J,X,I
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)

Invalid Referral/Follow Up combination for Referral = S/School Nurse

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Hearing	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	contains	hear
And	Referrals	Referral Code	= (equals)	S
And	Referrals	Follow Up Code	Is not in	I,T,X
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)

<u>Scoliosis</u>

Missing Follow Up code

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Scoliosis	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	Contains	scoliosis
And	Referrals	Referral Code	Is not blank	
And	Referrals	Follow Up Code	Is blank	
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)

Incorrect Referral and Follow Up combination for Referral =P/Physician or O/Orthopedic Physician

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Hearing	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	contains	scoliosis
And	Referrals	Referral Code	Is in (comma delimited list)	O,P
And	Referrals	Follow Up Code	Is not in	R,N,J,X,I
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)

Incorrect Referral and Follow Up combination for Referral =S/School Nurse

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Hearing	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	contains	scoliosis
And	Referrals	Referral Code	Is in (comma delimited list)	S
And	Referrals	Follow Up Code	Is not in	I,T,X
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)

Vision

Missing Follow Up code

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	v_custom_vision	Test Date	>= (is greater than or equal to)	(first day of school)
And	Referrals	Test Type	Contains	vision
And	Referrals	Referral Code	Is not blank	
And	Referrals	Follow Up Code	Is blank	
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school)

Incorrect Referral and Follow Up combination for Referral = S/School Nurse

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Arkansas Custom Vision Exam	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	Contains	vision
And	Referrals	Referral Code	Is in (comma delimited list)	S
And	Referrals	Follow Up Code	Is not in	I,T,X
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)

Incorrect Referral and Follow Up combination for Referral = P/Family Physician or E/Eye Doctor

And/Or	Area	Field Name	Condition	Value
	Demographic	Building	= (equals)	(bldg#)
And	Arkansas Custom Vision Exam	Test Date	>= (is greater than or equal to)	(first day of school year)
And	Referrals	Test Type	Contains	vision
And	Referrals	Referral Code	Is in (comma delimited list)	E,P
And	Referrals	Follow Up Code	Is not in	R,L,N,J,A,X,I
And	Referrals	Test Date	>= (is greater than or equal to)	(first day of school year)