

eSchoolPlus+

State Reporting Advanced Searches



July 2016

Arkansas Public School Computer Network

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Table of Contents

Search Guidelines 4

- Quick Search..... 4**
- Advanced Search..... 6**
 - Conditions..... 8**
 - List Field Display Selection 9**
 - Saving and Using Student Searches..... 9**

Student Custom Report..... 11

Advanced Searches..... 13

- Staff Searches..... 13**
- Student Searches..... 13**
- SIS/Misc Items Screen..... 16**
- SSN Correction 18**
- Entry/Withdrawal..... 19**
- Programs..... 19**
- Discipline..... 20**
- Scheduling 20**
 - Student Schedules 20**
 - Master Schedule..... 21**
 - Master Schedule SIS Data..... 22**

Report Cards 24

Medical 24

- Hearing..... 24**
- Scoliosis..... 25**
- Vision..... 26**

Search Guidelines

Quick Search

Menu Access: Student Center > Search > Quick Search tab

Use this 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.

To use the quick search:

1. Select *Student Center > Search* to open the Student Search page where the *Quick Search* tab defaults.

The screenshot displays the eSchoolPLUS Student Search interface. The top navigation bar includes the eSchoolPLUS logo, the text 'a PLUS 360 Application', and user information 'wmstudent1' with icons for mail, heart, help, and home. The main content area is titled 'Student Search' with a '2014-15' link. A 'Search' button is located at the top right. Below this, there are two tabs: 'Quick Search' (selected) and 'Advanced Search'. The 'Quick Search' section contains several input fields and options:

- Last Name:** Text input field with a checkbox labeled 'Sounds Like'.
- First Name:** Text input field with a checkbox labeled 'Sounds Like'.
- Middle Name:** Text input field with a checkbox labeled 'Sounds Like'.
- Student ID:** Text input field.
- Gender:** Radio buttons for 'Any' (selected), 'Female', and 'Male'.
- State Reporting ID:** Text input field.
- Building:** Dropdown menu showing '1' and 'Building 1'.
- Grade:** Dropdown menu.
- Counselor:** Dropdown menu.
- Current Status:** Dropdown menu with options: 'Pre-Registered', 'Active' (highlighted), 'Inactive', and 'Graduated'.

A 'Search' button is located at the bottom center of the form area.

2. Enter the information for the desired student search. For the name fields, the *Quick Search* will find any students whose names contain the data entered. So a search for Last Name of Beck would also find Beckman and Sebeck.

Note: The search is not case sensitive and does not require a "wild card" (asterisk) entry.

3. Click the *Search* button to open a list of students who match the criteria as shown in the screen below.

The screenshot shows the eSchoolPLUS application interface. On the left is a navigation menu with various centers and tools. The main area is titled "Student List" for the 2014-15 school year. It includes search and report buttons, search favorites, and a filter by watch list. Below these is a table with 2 records found.

| Student Name | Student ID | Building | Grade | Gender | House/Team | Counselor |
|-----------------------------------|------------|----------------|-------|--------|------------|--------------------------|
| Bradley, Andrew | 01008 | 1 - Building 1 | 11 | M | | T0177MP - Proud, Make-Me |
| Bradley, Ashleigh | 01007 | 1 - Building 1 | 09 | F | | T0177MP - Proud, Make-Me |

4. When the student name link is selected, the *Student Summary* or *the last page* accessed by the user will display. On the Student Summary are several areas of student information. See the Registration Training Guide for more detail. Security resources of a user determine what can be seen on the Student Summary.

Advanced Search

Menu Access: Student Center > Search > Advanced 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.

A user can save searches to be used later. The search is saved to that user's login ID only.

To use the advanced search:

1. Select *Advanced Search* tab.

| And/Or | Area | Field Name | Condition | Value | Delete |
|--------|-------------|----------------|------------|-------|--------------------------|
| | Demographic | Building | = (equals) | 16 | <input type="checkbox"/> |
| And | Demographic | Current Status | = (equals) | A | <input type="checkbox"/> |
| And | Demographic | Last Name | contains | brad | <input type="checkbox"/> |
| And | | | | | <input type="checkbox"/> |

2. Under the *Custom 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 be used for the search. The conditions available depend on the selected field's data type. See the Conditions section for more information.
- *Value*: Enter the value to be used for the search.

AND/OR 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.

3. Repeat Steps 2 and 3 as needed to enter additional criteria.

4. When all the criteria have been entered for the search, click the *Search* button to retrieve records.

To delete a line of search criteria:

1. Check the *Delete* box to the right of the search criteria line.

The screenshot shows a web interface titled "Custom Search Criteria". At the top is a "Clear Criteria" button. Below it is a table with the following columns: "And/Or", "Area", "Field Name", "Condition", "Value", and "Delete".

| And/Or | Area | Field Name | Condition | Value | Delete |
|--------|-------------|----------------|------------|-------|-------------------------------------|
| | Demographic | Building | = (equals) | 16 | <input type="checkbox"/> |
| And | Demographic | Current Status | = (equals) | A | <input type="checkbox"/> |
| And | Demographic | Last Name | contains | brad | <input checked="" type="checkbox"/> |
| And | | | | | <input type="checkbox"/> |

Below the table is a "List Field Display Selection" section with radio buttons for "Default", "Custom", and "Update". At the bottom is a "Search" button.

2. When the *Search* button is clicked, the deleted row will not be used.

To clear all criteria:

1. Click the *Clear Criteria* button.
2. Click the *Yes* button when prompted "Do you want to delete all of the criteria?"



Conditions

In a search, select a condition to define how the system should search for records that match a value specified. The chart below lists the conditions. The conditions available depend on the data type being searched.

| Select... | To find records... |
|----------------------------------|---|
| = equals | matching the criteria |
| < less than | with values less than the criteria |
| > greater than | with values greater than the criteria |
| <= less than or equal to | with values less than or equal to the criteria |
| >= greater than or equal to | with values greater than or equal to the criteria |
| <> not equal to | excluding those containing this value |
| starts with | starting with the specified number or letter |
| contains | containing the specified number or letter |
| is in (comma delimited list) | At least one exact match to one of the values specified in the list. Do not include spaces between values. |
| is blank | with no value entered |
| is not in (comma delimited list) | that exactly does NOT match one of the values specified in a list. Do not include spaces between values. |
| is in month | within a month. Must be numeric, such as, 01, for January. |
| is in year | within a calendar year. This is NOT school year. |
| Is open as of | Program is open as of |

For example:

1. To find all students with the last name Smith, select the “*equals*” operator and enter Smith as the *Value* in the criteria.
2. To find all students born on or after September 9, 1990, select the “*greater than or equal to*” operator and enter 09/09/1990 as the *Value* in the criteria.
3. To find records 100, 200, and 300, select the “*is in (comma delimited list)*” operator and enter 100,200,300 with no spaces as the *Value* in the criteria.

Entering Search Values

When users enter search values, the type of the field being searched determines how to enter values. The following hints will help to search on checkboxes, drop-downs, radio button sets, and date fields.

Checkbox

Enter a Y to search for a checked box or an N to search for an unchecked box.

Drop-down

Enter the appropriate code for the desired option. Users must know the code that corresponds to the drop-down option that is being searched on.

Radio Button Set

Enter the appropriate code for the desired option. Users must know the code that corresponds to the radio button that is being searched on. For example, Gender is a radio button set where a code of M is stored if Male is selected or F is stored if Female is selected.

Date Fields

Enter the date in MM/DD/YYYY format. For example, to search for March 03, 1995, enter 3/3/1995 or for October 15, 2003, enter 10/15/2003.

List Field Display 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* tab, scroll down to the *List Field Display Selection* area.
2. Change the radio button from *Default* to *Custom*.

| Area | Field Name | Delete |
|-------------|------------------|--------------------------|
| Demographic | Homeroom Primary | <input type="checkbox"/> |
| Demographic | Birthdate | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

3. Choose the *Area* and *Field Name* that correspond to the data that is being searched on.
4. Click *Search*.

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 Student Searches

Users can save multiple student searches for records that are accessed frequently.

Saving a search favorite:

1. Enter search criteria.

| And/Or | Area | Field Name | Condition | Value | Delete |
|--------|-------------|------------------|------------|-------|--------------------------|
| | Demographic | Building | = (equals) | 16 | <input type="checkbox"/> |
| And | Demographic | Current Status | = (equals) | A | <input type="checkbox"/> |
| And | Demographic | Homeroom Primary | = (equals) | 100 | <input type="checkbox"/> |
| And | | | | | <input type="checkbox"/> |

2. To save the search as a favorite, enter a description in the *Custom Search Name* field.

Search Favorites

Favorites: --Custom Search--

Custom Search Name: Homeroom Primary Search

Custom Search Criteria

| And/Or | Area | Field Name | Condition | Value | Delete |
|--------|-------------|------------------|------------|-------|--------------------------|
| | Demographic | Building | = (equals) | 16 | <input type="checkbox"/> |
| And | Demographic | Current Status | = (equals) | A | <input type="checkbox"/> |
| And | Demographic | Homeroom Primary | = (equals) | 100 | <input type="checkbox"/> |
| And | | | | | <input type="checkbox"/> |

3. Click the *Search* button to retrieve records. The *Custom Search Criteria* and *List Field Display Selection* preferences will be saved with that description.
4. To update an existing saved favorite, make necessary changes; enter the exact *Custom Search Name* of the search being updated (do NOT select search from the Drop-Down List) and then click the *Search* button.

Using a search favorite:

1. To use a favorite search, from the *Advanced Search* page select the desired search in the *Favorites* field.

Favorites: Advisor

Custom Search Name: --Custom Search--

2. Add criteria to this search or click the *Search* button. Any change to the search is not saved unless the description in the *Custom Search Name* field is re-entered.

Deleting a search favorite:

1. In the *Favorites* field, select the search to delete.
2. Click the *Delete Favorite* button.

Warning: There is no warning or confirmation message. The Delete is immediate.

Student Custom Report

Custom reports can be created from search results of Student Center. The report be may be sorted and/or page breaks created. The reports may be saved with format of pdf or Excel.

Menu Access: Student Center > Search > Advanced Search Tab

1. Set the Custom Search Criteria as desired.
2. To specify fields other than the defaults for the report columns, under the List Field Display Selection area, select the Custom radio button and then select field on each row.
3. Select **Search**.

Example Advanced Search with Custom List Field Display Selection

Custom Search Criteria

| And/Or | Area | Field Name | Condition | Value | Delete |
|--------|-------------|----------------|------------|-------|--------------------------|
| | Demographic | Building | = (equals) | 16 | <input type="checkbox"/> |
| And | Demographic | Current Status | = (equals) | A | <input type="checkbox"/> |
| And | | | | | <input type="checkbox"/> |

List Field Display Selection

Default Custom Update

| Area | Field Name | Delete |
|----------------|-----------------|--------------------------|
| Personal | Homeless Status | <input type="checkbox"/> |
| SIS/Misc Items | Title I | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

Example Student Listing > Search Results

Student List

Search Favorites:

Filter by Watch List:

[Show Watch List Maintenance](#)

Number of records found: 10

| Student Name | Student ID | Grade | Homeless Status | Title I |
|---|------------|-------|-----------------|---------|
| Bradley, Andrew | 16008 | 12 | NA | N |
| Bradley, Ashleigh | 16007 | 10 | | |
| Brookheimer, Melody Lee | 16012 | 11 | HM | |
| Brown, Alice | 17032 | 09 | | N |
| Burton, AnnaBelle Lee | 17070 | 11 | | N |
| Burton, Christian | 17068 | 11 | D | Y |
| Burton, Daxton | 17069 | 12 | D | Y |
| Burton, Dom | 17072 | 09 | | Y |
| Burton, Emily | 17067 | 11 | D | N |
| Burton, Michael | 17066 | 11 | | N |

4. Select **Report**.

2015-16
Run
List

Report Options

Output Format: PDF Excel
Task/Report Name:

Sort and Break Setup

| Table | Column | Sort Order | Break | Delete |
|-------------|-----------------|------------|--------------------------|--------------------------|
| Personal | Homeless Status | Ascending | <input type="checkbox"/> | <input type="checkbox"/> |
| Demographic | Student ID | | | <input type="checkbox"/> |
| | Student Name | | | <input type="checkbox"/> |
| | Grade | | | <input type="checkbox"/> |

5. Set **Output Format** to either PDF or Excel.
6. (Optional) Update the Task/Report Name, if desired. (v3.1)
7. Sort and Break Setup can be used to change the sort from the default of student name.
 - Select the desired Area/Fields. Note: Only items used in the report will be available.
 - Sort Order is either Ascending or Descending.
 - Check the Break checkbox to insert a page break by the Column field value of the row on the report.
Note: When a Sort/Break is selected the value selected as the Break is moved as part of the header and no longer appears as a column.
8. Select **Run** and the screen will refresh back to *My Home* page.
9. From the *My Home* page, when the report completes open the *Student List* (or unique name given) report by clicking the hyperlink under *My Recent Reports*.

Note: When Output Format is set to Excel, a good method is to right-click on the report name for opening or saving to Excel. Downloading a file from eSchoolPlus requires the login/password authentication.

Example Student Listing Report in PDF Format

| 7/21/2016 | Student List | Page | 1 of 1 | |
|------------|-------------------------|-----------------|---------|----------------|
| Student ID | Student Name | Homeless Status | Title I | Grade |
| 16007 | Bradley, Ashleigh | | | Tenth Grade |
| 17032 | Brown, Alice | | N | Ninth Grade |
| 17070 | Burton, AnnaBelle Lee | | N | Eleventh Grade |
| 17072 | Burton, Dom | | Y | Ninth Grade |
| 17066 | Burton, Michael | | N | Eleventh Grade |
| 17068 | Burton, Christian | D | Y | Eleventh Grade |
| 17069 | Burton, Daxton | D | Y | Twelfth Grade |
| 17067 | Burton, Emily | D | N | Eleventh Grade |
| 16012 | Brookheimer, Melody Lee | HM | | Eleventh Grade |
| 16008 | Bradley, Andrew | NA | N | Twelfth Grade |

Advanced Searches

Staff Searches

Menu Path: Registration Center > Staff Information > Search

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

Menu Path: Student Center > Search > Advanced Search

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 2017) |
| And | Entry/ Withdrawal | Withdrawal Code | Is blank | |

Student SSN Missing

| And/Or | Area | Field Name | Condition | Value |
|--------|-------------|----------------|------------|-------|
| | Personal | Ssn | Is blank | |
| And | Demographic | Current Status | = (equals) | A |

Student SSN Search

| And/Or | Area | Field Name | Condition | Value |
|--------|-------------|----------------|------------|-----------------------|
| | Personal | Ssn | = (equals) | (SSN with no hyphens) |
| And | Demographic | Current Status | = (equals) | A |

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) | 07/01/2016 |
| 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) | 2014 |

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 | Res County Code | = (equals) | (Enter County #) |
| And | Demographic | Current Status | = (equals) | A |

Resident County Is Blank

| And/Or | Area | Field Name | Condition | Value |
|--------|-------------|-----------------|------------|-------|
| | Demographic | Res County Code | 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) | (list 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

Menu Path: Student Center > Search > Advanced Search

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 (Will NOT pull records with blank values)

| 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

| And/or | Area | Field Name | Condition | Value |
|--------|----------------|---------------------------|---------------------|----------|
| | SIS/Misc Items | Consolidated School's LEA | > (is greater than) | 0 (zero) |
| 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 (Will NOT pull records with blank values but does pull 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 | 21 st 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 greater than) | 0 (zero) |
| 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 greater than | A |
| 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

Menu Path: Student Center > Search > Advanced Search

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 greater than or equal to) | (first day of school) |

To find any existing value:

| And/or | Area | Field Name | Condition | Value |
|--------|----------------|-----------------------|----------------------------------|----------|
| | SSN Correction | SSN Change in Cycle 1 | >= (is greater than or equal to) | 0 (zero) |

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:

| And/Or | Area | Field Name | Condition | Value |
|--------|----------------|-----------------------|----------------------------------|-------|
| | SSN Correction | Ssn Change In Cycle 1 | >= (is greater than or equal to) | 0 |
| Or | SSN Correction | Ssn Change In Cycle 2 | >= (is greater than or equal to) | 0 |
| Or | SSN Correction | Ssn Change In Cycle 3 | >= (is greater than or equal to) | 0 |
| Or | SSN Correction | Ssn Change In Cycle 4 | >= (is greater than or equal to) | 0 |
| Or | SSN Correction | Ssn Change In Cycle 5 | >= (is greater than or equal to) | 0 |
| Or | SSN Correction | Ssn Change In Cycle 6 | >= (is greater than or equal to) | 0 |
| Or | SSN Correction | Ssn Change In Cycle 7 | >= (is greater than or equal to) | 0 |
| And | | | | |

Entry/Withdrawal

Menu Path: Student Center > Search > Advanced Search

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 | School Year | Is not in (comma delimited list) | 20XX(current school year) |
| And | Entry/Withdrawal | Withdrawal Code | Is blank | |

Early Graduates

| And/or | Area | Field Name | Condition | Value |
|--------|------------------|-----------------|------------|-------|
| | Entry/Withdrawal | 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 | Building | = (equals) | (bldg#) |

Programs

It is also advisable to run the Cognos Report, *APSCN Students With Missing Required Programs*, found under menu path: Public Folders > 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 for Curriculum.

Menu Path: Student Center > Search > Advanced Search

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 | |

Discipline

**Menu: Discipline Center > Incident Summary > Select Search and enter search criteria
 Discipline Center > Incident Detail > Select Search and enter search criteria**

All entries of specific incident/offense code for current year

| And/Or | Area | Field Name | Condition | Value |
|--------|----------|---------------|----------------------------------|----------------------------|
| | Incident | Building | = (equals) | (bldg#) |
| And | Incident | Incident Date | >= (is greater than or equal to) | (first day of school year) |
| 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 | Incident Date | >= (is greater than or equal to) | (first day of school year) |
| 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 | Incident Date | >= (is greater than or equal to) | (first day of school year) |
| 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 | |

Scheduling

Student Schedules

Menu Path: Student Center > Search > Advanced Search

Students Out of Grade Level for Course Code

| And/or | Area | Field Name | Condition | Value |
|--------|--------------------|---------------|----------------------------------|---------------------------------|
| | Scheduled Students | Course Status | Is in (comma delimited list) | A,L,R |
| 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 (comma delimited list) | (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 Center > Master Schedule > Master Schedule > Search

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 #)

| 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) |

Master Schedule SIS Data

Menu Path: Scheduling Center > Master Schedule > Master Schedule > Search for desired records
> Click on Course link and select *Master Schedule SIS Data* from menu.

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 (Period Length) 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 | Building | = (equals) | (bldg.#) |
| And | Master Schedule Course SIS Data | Alternative Environment | = (equals) | Y |
| And | Master Schedule Course SIS Data | Course Minutes | = (equals) | 0 |

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 (comma delimited list) | 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 greater than or equal to) | 0 (zero) |

Report Cards

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

Menu Path: Student Center > Search > Advanced Search

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 |
| And | Student Mark Reporting Marks | Mark Value | Is blank | |
| And | Master Schedule | School Year | = (equals) | (current school year) |

Medical

Menu Path: Student Center > Search > Advanced Search

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 greater than or equal to) | A |
| 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 (comma delimited list) | 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 (comma delimited list) | I,T,X |
| And | Referrals | Test Date | >= (is greater than or equal to) | (first day of school year) |

Scoliosis**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 greater than or equal to) | A |
| 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 (comma delimited list) | 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 (comma delimited list) | 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 greater than or equal to) | A |
| 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 | v_custom_vision | 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 (comma delimited list) | 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 | v_custom_vision | 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 (comma delimited list) | R,L,N,J,A,X,I |
| And | Referrals | Test Date | >= (is greater than or equal to) | (first day of school year) |