


SISK12: Locate Students

School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

Path: View/Maintain → Student → View Student Contact Summary Info

Or use the Student Data Link for Contact Summary Info 


Overview

This section will help you locate student contact information.

| Last Name: <input type="text" value="b"/> | Id: <input type="text"/> | <input type="button" value="Find By Enrollment"/> | <input type="checkbox"/> Include students from Groups | | | | | | |
|---|---------------------------|---|---|----------------------|----------------|-------------|-----------|---------|---------|
| First Name: <input type="text"/> | SSN: <input type="text"/> | <input type="button" value="Find By District Master"/> | <input type="checkbox"/> Include Withdrawn Students | | | | | | |
| <input type="button" value="Select All Highlighted"/> | | <input type="button" value="Go to Grid for Selection"/> | | | | | | | |
| Site | Year | Student Id | Name | Birth Date | Grade | Enroll Date | Residency | WD Date | WD Code |
| | ZZHS | 0607 | 9995418266 | Baldwin, Piper P | 05/22/91 17-5 | 10 | 08/23/06 | 10 | |
| | ZZHS | 0607 | 9991145615 | Barfield, Alyson R | 07/24/89 19-3 | 11 | 08/23/06 | 10 | |
| | ZZHS | 0607 | 9998298651 | Barfield, Elijah T | 11/09/89 18-11 | 11 | 01/26/07 | 10 | |
| | ZZHS | 0607 | 9992326421 | Barker, Jeanne Marie | 07/02/92 16-3 | 09 | 08/23/06 | 18 | |
| | ZZHS | 0607 | 9995231641 | Barker, Michelle Kay | 05/10/91 17-5 | 10 | 08/23/06 | 10 | |
| | ZZHS | 0607 | 9992121123 | Bathe, Cary | 02/15/89 19-8 | 10 | 01/26/07 | 10 | |
| | ZZHS | 0607 | 9991506085 | Beatty, Andrew Louis | 03/10/93 15-7 | 08 | 05/16/07 | 10 | |
| | ZZHS | 0607 | 9995973084 | Beatty, Bradley J | 08/16/90 18-2 | 10 | 08/23/06 | 10 | |
| | ZZHS | 0607 | 9999072577 | Beatty, Jena D | 04/07/90 18-6 | 11 | 08/23/06 | 10 | |
| | ZZHS | 0607 | 9990463520 | Beatty, Lisa M | 09/08/91 17-1 | 10 | 08/23/06 | 10 | |
| | ZZHS | 0607 | 9996540375 | Beatty, Russell M | 06/05/92 16-4 | 09 | 08/23/06 | 10 | |
| | ZZHS | 0607 | 9999539678 | Bell, Linda M | 08/10/92 16-2 | 09 | 01/26/07 | 10 | |
| | ZZHS | 0607 | 9997010342 | Benz, Julie C | 10/27/88 20-0 | 12 | 08/23/06 | 12 | |
| | ZZHS | 0607 | 9999347127 | Black, Morgan C | 07/16/90 18-3 | 11 | 08/23/06 | 10 | |

Note: Use Student Data Links to view student information without having to re-enter the search criteria. Using the Main Menu Toolbar or Shortcuts will always prompt you for student search criteria.

Locate a Single Student

1. On the **Search Students** screen, enter *all* or *part* of any of the following student data in the appropriate field(s).
 - Last Name
 - First Name
 - Student ID
 - Social Security Number
2. Click . The screen refreshes with a list of all enrolled students with matching criteria in that site.
3. For a list of all students in the district with matching criteria, click . Edit capabilities are granted only for students enrolled in the site-year in which you are logged into.
4. To select one student from the list, click the select  icon next to the student's name. The **Student Contact Summary Information** screen displays.

Locate Multiple Students

1. On the **Search Students** screen, search student data as above.

- Use your mouse to highlight students, using the Shift or Control keys to highlight more than one row.

SEARCH STUDENTS

ZZHS - 0708 (Future) Edwards High School - Aug 22, 2007 - May 16, 2008
Attendance Date: Wednesday, 08/22/07 Sem=1 Trm=1 Per=1234567

Done Edit Cancel Site: ZZHS Edwards High St

Last Name: a ID: Find By Enrollment Include students from Groups

First Name: SSN: Find By District Master Include Withdrawn Students

Select All Highlighted Go to Grid for Selection

| | Site | Year | Student Id | Name | Birth Date | Grade | Enroll Date | Residency |
|--|------|------|------------|----------------------|---------------|-------|-------------|-----------|
| | ZZHS | 0708 | 9992593386 | Addams, Gwen M | 04/22/89 18-9 | 12 | 08/22/07 | 10 |
| | ZZHS | 0708 | 9993605819 | Affton, Lyle Jacob | 09/20/91 16-4 | 10 | 08/22/07 | 10 |
| | ZZHS | 0708 | 9999400291 | Alexander, Anthony X | 08/25/92 15-5 | 09 | 08/22/07 | 10 |
| | ZZHS | 0708 | 9993192769 | Alexander, Charles P | 10/22/89 18-3 | 12 | 08/22/07 | 10 |

Note: Be sure to click somewhere in the row of the student. If you click the select icon, you are selecting only one student and the system takes you directly to that student's information.

- Click . The **Student Contact Summary Information** screen displays for the first student.
- Use the navigation toolbar to move through the students. Use the binoculars to create a new search.

View Additional Student Information

Once a student has been selected, you can view additional information about the student without having to re-enter search criteria by using the **Student Data Links** drop-down list or icons.

Student Data Links

- Student Data Links
- Student Basic Information
- 4 Year Plan
- Course Change History
- Attendance: Special +
- Lunch F/R Status
- Random-Sched Requests
- Photo / Photo-ID
- Labels / Forms
- Letters



Contact Summary Information Screen

The **Contact Summary Information** screen contains a summary of the key information for a student, including primary parent contact information and work information, alternate parents, siblings, transportation information, locker number, and court orders. Be sure to check this screen before releasing a student from school.

There are several ways to access this screen. In addition to the two paths noted at the top of this Quick Reference Sheet, you may click on the student's picture to jump to the **Contact Summary Information** screen. You will also find the icon next to each student listed in the teacher's grade book and class attendance screens.

Actions

1. Click **Actions** → **View Portal for Student** to open a new window displaying the student's parent portal.
2. Click **Actions** → **Student Family Data** to jump to the **Family Registration** screen for the student.
3. Click **Actions** → **Print Demographics Report** to print a summary of demographic information for the student.
 - a. Verify the **Date Printed on Report** and **Report Title** and change if necessary.
 - b. Check the boxes for the information that is to be included in the report.

| | |
|---|---|
| <p>Date Printed on Report: 12/15/2008</p> <p>Report Title: Student Demographics Report</p> <p><input type="button" value="Start Report"/></p> <p><input checked="" type="checkbox"/> Include Family Info</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Show Siblings <input checked="" type="checkbox"/> Print Home Phone <input checked="" type="checkbox"/> Print Parents Information <input checked="" type="checkbox"/> Print Address <input checked="" type="checkbox"/> Print Emergency Contacts <p><input checked="" type="checkbox"/> List All Enrollment Sessions This Year</p> <p><input checked="" type="checkbox"/> Print Signature Line</p> <p><input checked="" type="checkbox"/> Include User Defined Screens</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Main <input type="checkbox"/> Additional <input type="checkbox"/> Transportation <input type="checkbox"/> Transport 2 <input type="checkbox"/> A Plus <input type="checkbox"/> 180 Day <input type="checkbox"/> Medicaid <input type="checkbox"/> Reading <input type="checkbox"/> Reading 2 <input type="checkbox"/> Reading 3 | <p>12/15/2008 Edwards High School ZZH80708 14:44:51 Student Demographics Report Page: 1</p> <p>Name: Barker Jeanne Marie Grade: 10th Grade/Advisor: Sex: Female Race: White Birth Date: Jul 2 1992 ID: 9992326421 Counselor: Couch Lyons Email: jeanne@barker.com</p> <p style="text-align: center;">Family Information</p> <p>Primary Parents : Name: Barker Joe Cell: (555) 314-6541 WORK: Edwards Hospital WORK PHONE: (555) 314-8000 Email : joe@barker.com</p> <p>Primary Spouse : Name: Barker Renee Cell: (555) 314-4558 WORK: Edwards Supermarket WORK PHONE: (555) 314-2900 Email : renee@barker.com</p> <p>Alternate Parents : Name: Appleton Nancy Cell: (555) 314-1149 WORK: WORK PHONE: Email : nancy@appleton.com</p> <p>Alternate Spouse : Name: Appleton Greg Cell: (555) 314-9787 WORK: Electric Company WORK PHONE: Email : greg@appleton.com</p> <p>Siblings : Barker Michelle Kay Email : Barker Debbie Eliene Email : Barker Max Paul Email :</p> <p>Home Phone : Home Phone-1 : (555) 314-2828 Home Phone-2 :</p> <p>Address : 511 Street Number : 236 Apartment Number : 25 511 Direction : WEST 511 Street Name : BRADWAY 511 Street Type : City : EDWARDS State : MO ZIP : 63111</p> <p>Emergency Contacts : Name : Barker Lisa Address : 332 WINDHURSTER DRIVE #3 Cell Phone : 5553146982 Pager : Phone-1 : 5553146998 Phone-2 : Name : Barker Lisa Address : Cell Phone : 5553146982 Pager : Phone-1 : 5553143140 Phone-2 :</p> |
|---|---|

- c. Click . The **Display Reports** screen displays. From here, you may save, print, email, or search within the report.
4. Click **Actions** → **Print Enrollment Data Verification Form** to print enrollment verification data for the student. See the *Enrollment Verification Data Quick Reference Sheet* for more information on this topic.