# Searching for Students

To search for a student in **Aeries**, the **Student Search** tool is accessible at the top of the **Navigation Tree**.
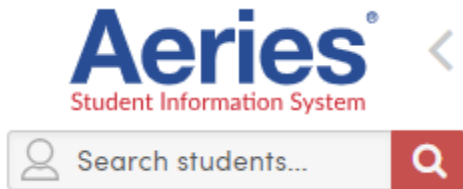
The Search tool accepts the complete student name, the student's last name, first couple letters of the student's last name or first letter to locate all students starting with that letter. Students can also be accessed from the Student Search by inputting a **Student Number**, **Permanent ID**, **State Student ID, SSN, or S-Number** (if SSN/S-Numbers are being used). Users can also click the magnifying glass icon to bring up the Student Search window. This window allows for a new search to be started, and lists search tips to assist the user in accessing the desired search results.
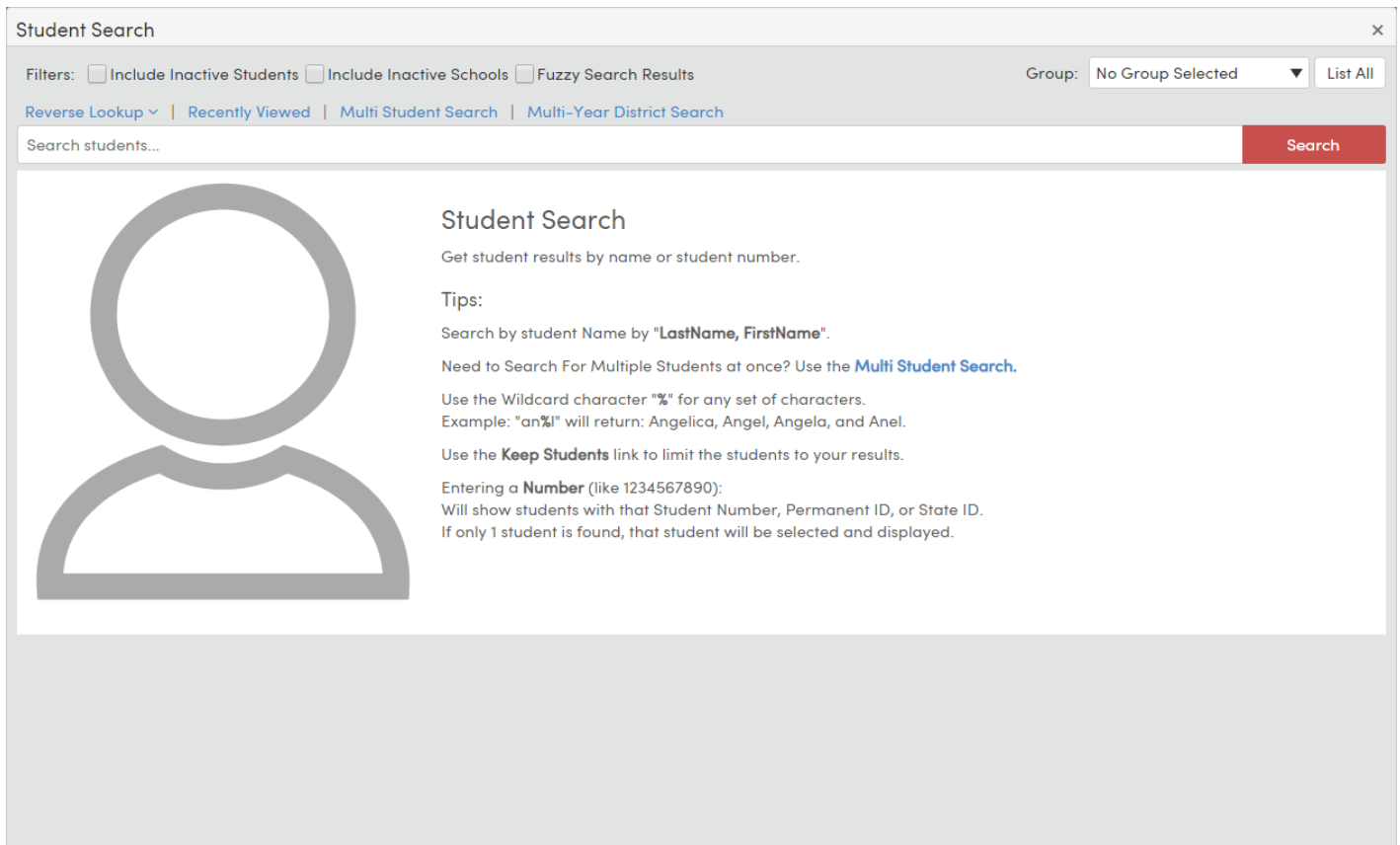
When searching for students within the regular student search, the search will be limited to students at the particular school the user has selected from the school selection drop-down. To search students at a particular school, first change to that school. To search all students district-wide, change to the District. Alternately, the district student search can be utilized to search students throughout the district.
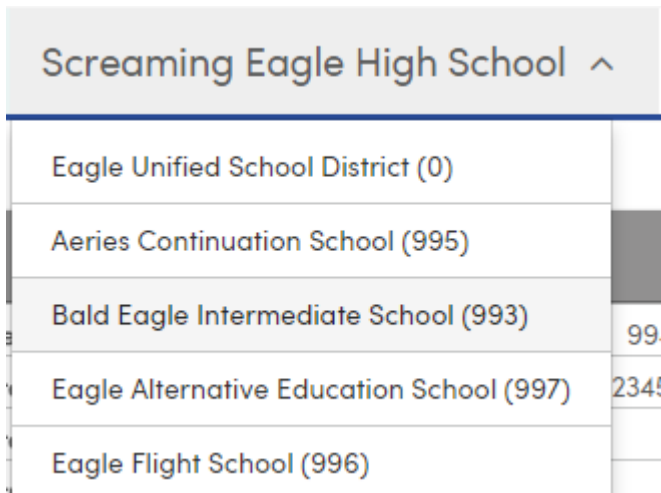
From the search results screen, the count of search results will be listed at the top right of the results list. Users can scroll down the return results using the mouse, and the current selection will be highlighted in green. To go to a student's records, click within the green highlighted bar to be advanced to the selected student.

After a student is selected, clicking on the magnifying glass again after performing a search will display the previous search results.

The Student Profile page will load if this is the first search of your **Aeries Web** session; the Student Data page that was accessed immediately preceding the student search will load when the search was done from a Student Data page.

Search results can also be filtered using the Group drop-down box. This allows students who are defined in a student group to be displayed, or for a search to be made only within the selected group. To clear the group selection, select the "List All" button to return to search the full database.

Search by Student Number, ID Number, State ID

A student can also be located by entering the student number, permanent ID, or state student ID into the Search box. After the number has been entered, click the mouse on the Search button or press Enter and the designated student will display.

Note: If only one student is matched while entering a number, the user will be taken directly to that student

A list of student numbers, ID numbers, or State ID numbers can also be entered, separated by a comma, space, or line break. For example, this could be utilized to copy a column of ID numbers from Excel and immediately keep those students.

|	Last Name	First Name	Middle	Counselor	Grd	Sex	Perm ID	StuNum	Status	Birthdate
	Abbott	Allan (AJ)	James	Durbin, S	12	M	99400001	1	Active	11/11/1999
	Abdelnour	Alice		Monarch	9	F	99400002	2	Active	4/13/2003
	Abdo	Alice	A	Monarch	9	F	99400003	3	Active	7/21/2005

"Fuzzy" Search

The **Fuzzy Search Results** option controls whether or not a result set will include: Similar names (e.g. "John" includes Jon, Sean, and Shawn), Reverse names (e.g. "Jesse James" includes James Jesse), and Partial names (e.g. "El" includes "Kelly"). Please note the Fuzzy Search is not required to include Begins-with or Ends with names ("Smith" including Smith-Johnson and Johnson-Smith), Aliases, or Middle Names. The Fuzzy Search logic limits the results even further based on similar starting letters within the results set. The "No Results Found" scenario includes a message to "Try using Fuzzy Search to see potential matches". By default, fuzzy search is turned off but can be turned on by checking the **Fuzzy Search Results** box at the top of the search results screen.

Keeping Students

When search results are displayed, a **Keep Students** option is available at the top right corner of the search window (next to the total number of students returned). Selecting this option will limit the user's **Aeries Web** session to just the kept students. This is similar to running a KEEP/SKIP query and can be used as a quick keep.
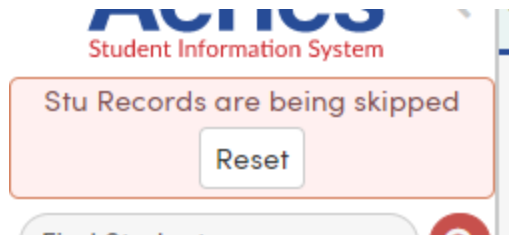

Recently Viewed Students

A list of the recently viewed students is easily accessible from the Student Search Window. This feature makes it easy to quickly go back to a student who was previously viewed. Note: using the "Forward/Next" and "Backward/Previous" student arrows do not register the students as "Recently Viewed".
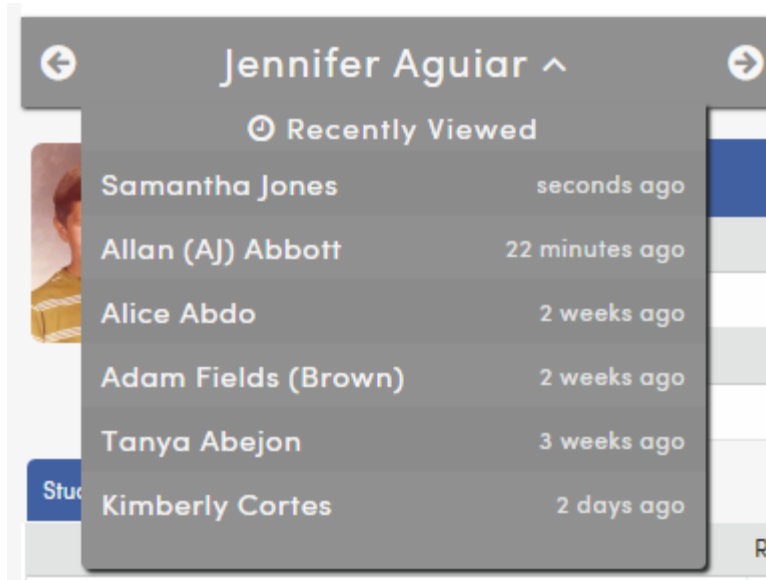
A drop-down list of the Last 10 students is available when clicking the current student's name at the top of the page.

Reverse Lookup

The ability to search for students using all or part of a telephone number, address, email, contact name, or birth date is available using the **Reverse Lookup**. **Reverse Lookup** can be used when partial information is available, and the user needs to connect that info to a specific student. For example, if a message was received that gave a phone number, but not the name of the person leaving the message, **Reverse Lookup** for telephone number can be utilized - select the "Telephone number' option under the Reverse Lookup section, enter the phone number (or partial phone number), select search. All students with matching telephone records will be returned.

Multi Student Search

The Multi Student Search page is used to search for multiple students from a list of student names or student ID's. The student information can be copied and pasted into the Multi Student Search from sources such as an Excel spreadsheet, a TXT file or email. The Multi Student Search page can be found under the Student Data area of the navigation tree.

A multi student search can be performed by **Name** or by **ID**. Select the correct tab to use for the search.

Paste the search criteria from the source file into the text area under the By Name or By ID tab. In the example below the search is using information from an Excel spreadsheet to perform a By Name search. The Column Delimiter and Column Order options at the bottom of the page auto detect what the source information is using. Click the Search Students button.

Search results will display in 2 tab areas: Perfect Matches and Incomplete Matches.

Perfect Matches are defined by only one student being matched exactly by First Name and Last Name or by Student ID.

Incomplete Matches are search results that have multiple possible matches or are not found at all.

The Search results area has options to **Keep**, **Export** or **Group** the results. The **Keep** option will keep the search result students.

The **Export** option will drop the student Perfect Match search results into a list to Export to Excel. Clicking on the 3 dots on the right side of a column will provide sort options and also allow the ability to add some additional fields to the search results prior to the export. Clicking on the Export List to Excel button will export the results to an Excel spreadsheet.

The **Add to Group** option allows the selected students in the search results to be added to a Student Group.

Clicking on **Add to Group** will bring up an Add to Group box where a Student Group can be selected to add the students to.

The **Incomplete Matches** area allows an additional search to try and find a match. If no results are found, the text box containing the searched name can be used to modify the name.

After the name is modified clicking the **Search** button will perform a new search in an attempt to find a match.

If a new possible, match is found it will display the result to review.

District Student Search

The **District Student Lookup** feature allows for searching of students who may have records in various district schools and/or years. These may even be student who have not attended the district in years. This is a different search that will search for students who have ever attended the district. This feature also allows the functionality to **Copy a student from a prior school year** database, print a **Transcript (Elementary Transcript or Secondary)** or **Enrollment History** from prior years, or even print **Immunization records** from that prior year. This search is also useful when trying to locate the last school year a student attended.

The Multi-Year search is accessible from in multiple ways:

- From the Student Search window, click on "Multi-Year District Search":
- From the Student Demographics Form - select "Add", then the "Search Prior Year" button
- From the Navigation Tree by selecting District Student Lookup

District Student Lookup

Enter Last Name and/or First Name · OR Perm ID · OR State ID · OR School AND Stu# · OR Birthdate

smith

First Name

○ IDN Records
○ STU Records
○ Active STU

[Search]

Perm ID#	Last Name	First Name	Middle Name	Sex	Birthdate
99200631	Smith	Adam		M	11/30/2006
99402401	Smith	Adam	D	M	5/18/2001
99100807	Smith	Alexis	Nicole	F	2/7/2010
99402402	Smith	Brandon		M	8/5/2002
99402403	Smith	Breanna	Don	F	4/17/2003
99500266	Smith	Cameron		M	4/16/1999
99402404	Smith	Christine	C	F	6/16/2002
99300565	Smith	Christine	C	F	6/15/2004
99402405	Smith	Christopher	Goron	M	7/15/2003
99100808	Smith	Cody	De Jesus	M	7/13/2007

Year	Schl	Stu#	Trk	Prg	Grd	Tch	Enter Date	Leave Date	Reason	Transcript	Enrollment	Immunization	Copy Student
2016	995	266			12	0	8/29/2015			🎓	📕	🧳	👤+
2015	995	266			12	0	8/30/2014			🎓	📕	🧳	👤+
2014	995	266			12	0	8/31/2013						
2013	995	266			11	0	9/1/2012						

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