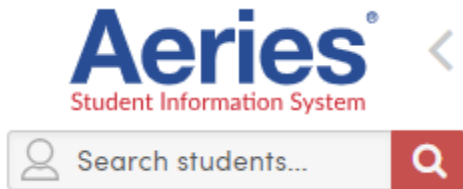


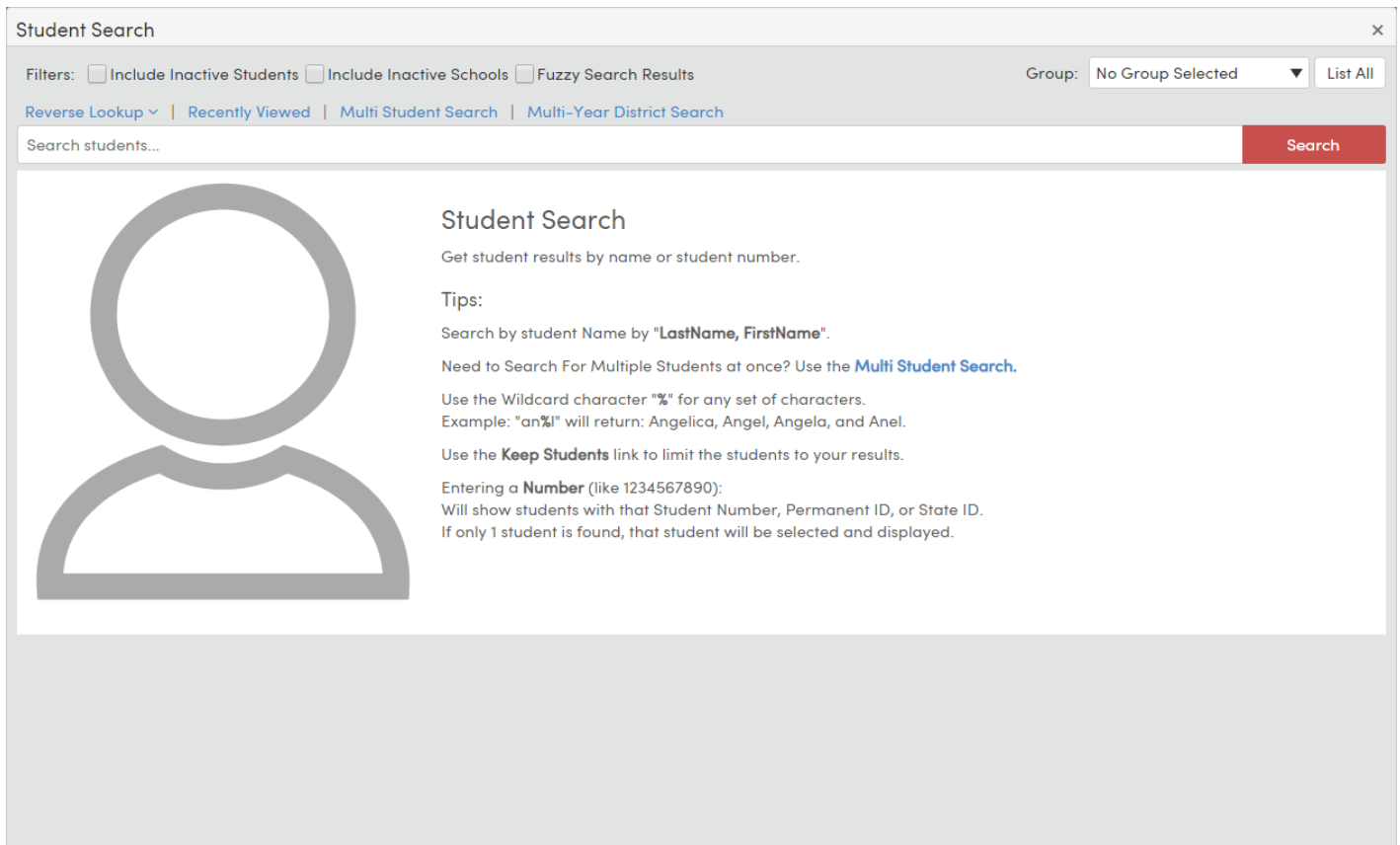
# Searching for Students

Modified on: Fri, Aug 30, 2019 at 12:39 PM

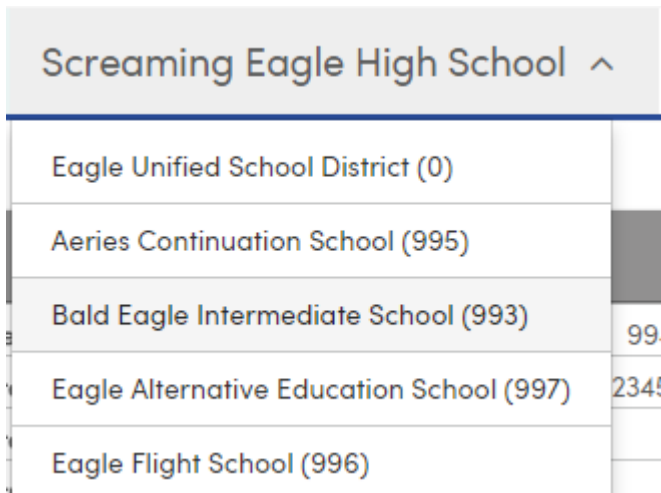
To search for a student in **Aeries**, the **Student Search** tool is accessible at the top of the **Navigation Tree**.



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.

Student Search

Filters:  Include Inactive Students  Fuzzy Search Results Group: No Group Selected [List All](#)

[Reverse Lookup](#) | [Recently Viewed](#) | [Multi Student Search](#) | [Multi-Year District Search](#)

Search: cruz 10 Results [Keep Students](#)

	Last Name	First Name	Middle	Counselor	Grd	Gender	Perm ID	StuNum	Status	Birthdate
	Cruz	Alan		Wilson	10	M	99400587	587	Active	12/23/2003
	Cruz	Julie	N	Monarch	9	F	99400588	588	Active	6/8/2005
	Cruz	Kacey	A	Taylor	11	F	99400589	589	Active	9/26/2003
	Cruz	Kenneth	A	Taylor	11	M	99400590	590	Active	9/23/2003
	Cruz	Kevin	V	Taylor	11	M	99400591	591	Active	7/5/2002
	Cruz	Kory	Marie	Durbin, S	12	F	99400592	592	Active	2/9/2002
	Cruzada	Phillip	Van	Durbin, S	12	M	99400593	593	Active	1/3/2002
	Cruz-Torres	Noelia		Monarch	9	F	99400594	594	Active	8/15/2005
	De La Cruz	Nicholas		Monarch	9	M	99400621	621	Active	9/1/2004
	De La Paz	Johana	Cruz	Monarch	9	F	99400625	625	Active	12/26/2004

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.

Group: No Group Selected List All

- No Group Selected
- Chronic Absent
- Detention
- Lacking English Credits
- Lunch Detention
- Saturday School

## 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.

99400001, 99400002, 99400003 Search

3 Results [Keep 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.

Student Search

Filters:  Include Inactive Students  Fuzzy Search Results

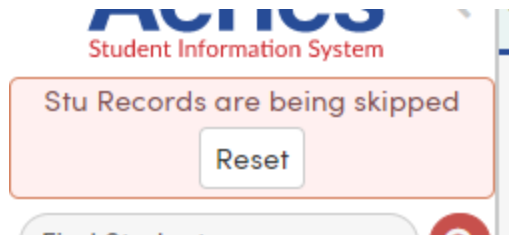
[Reverse Lookup](#) | [Recently Viewed](#) | [Multi Student Search](#)

Search: cruz

	Last Name	First Name
	Cruz	Alan
	Cruz	Julie

## 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".

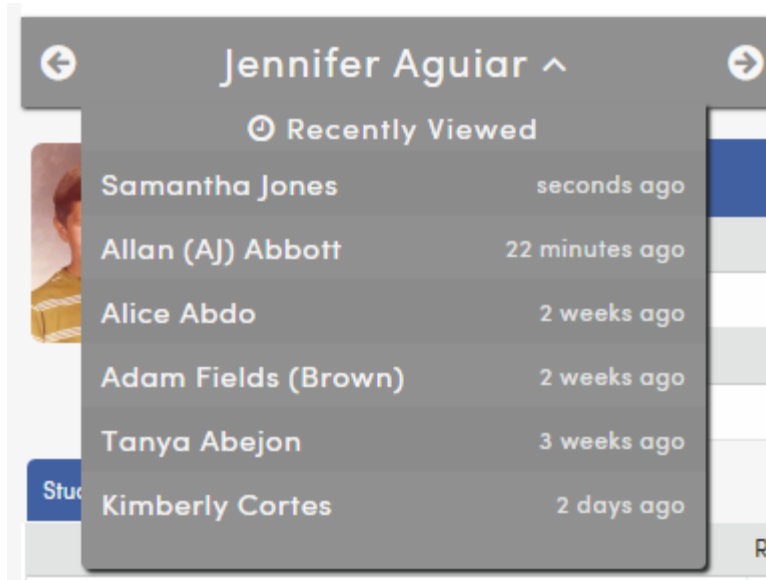
[Reverse Lookup](#) | [Recently Viewed](#) | [Multi-Year District Search](#)

Find Students... [Search](#)

7 Results [Keep Students](#)

	Last Name	First Name	Middle	Counselor	Grd	Sex	Perm ID	StuNum	Status	Last Viewed	Birthdate
	Abbott	Allan (AJ)	James	Durbin, S	12	M	99400001	1	Active	8/23/2017 4:10 PM	11/11/1999
	Abdo	Alice	A	Monarch	9	F	99400003	3	Active	8/15/2017 1:39 PM	7/21/2005
	Fields (Brown)	Adam	M	Taylor	11	M	99400821	821	Active	8/9/2017 1:04 PM	7/26/2000
	Abejon	Tanya	A	Wilson	10	F	99400006	6	Active	8/8/2017 5:15 PM	2/26/2002
	Cortes	Kimberly		Monarch	9	F	99400562	562	Active	7/21/2017 3:26 PM	11/18/2003
	Johnson	Kellie	N	Monarch	9	F	99401291	1291	Active	7/18/2017 12:07 PM	9/19/2003
	Aguiar	Jennifer	M	Wilson	10	F	99400028	28	Active	7/9/2017 1:57 PM	6/23/2001

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.

Reverse Lookup ▾ | Recently Viewed | Multi-Year District Search

✕ Reverse Lookup By Telephone Number

(626) 122-2558 Search

2 Results [Keep Students](#)

	Last Name	First Name	Middle	Counselor	Grd	Sex	Perm ID	StuNum	Status	Contacts	Birthdate
	Abbott	Agllan (AJ)	James	Durbin, S	12	M	99400001	1	Active	Alice Abbott (626) 122-2558	11/11/1998
	Smi	Ja		Unassigned	7	M	75500040	2821	Active	Alice Abbott (626) 122-2558	

## 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.

## Multi Student Search

### Search Student List

By Name

By ID

Paste or Type a list of Student Names or IDs, then press Search Students...

Column Delimiter (Autodetect)

Column Order

Tab

Comma (,)

Space

First Name, Last Name

Last Name, First Name

Auto

### Results



## Multi Student Search

Use a list of student names or IDs to search.

#### Tips:

**Copy and Paste** a list of Students from multiple sources (Example: Excel, TXT Files, Email).

Leave Options **Column Delimiter / Column Order** default if you are unsure which to select.

**Perfect Matches** are searches that only have one record matching perfectly (ID or First and Last Name).

**Incomplete Matches** are searches with multiple matches or no matches found.

**Checked or Unchecked student search results** - Only Checked student results will apply to an action such as Keep, Export or Add to Student Group.

If you are looking to **search for one student**, please use our [Search in the navigation](#).

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

## Multi Student Search

### Search Student List

By Name

By ID

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.

## Multi Student Search

### Search Student List

By Name

By ID

Abbott Allan  
 Abdo Alice  
 Abdo Arnold  
 Abeja Ayrianna  
 Abejon Tanya  
 Abesamis Siobhan  
 Abesamis Tatiana  
 Abney Jessica  
 Abo Kyle  
 Abrego Alice  
 Abrego Ivette

Column Delimiter (Autodetect)

Column Order

Tab

Comma (,)

Space

First Name, Last Name

Last Name, First Name

Auto

Search 22 Students

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

## Multi Student Search

### Search Student List

### Results

Perfect Matches (17)

Incomplete Matches (0 / 5)



Keep

Export

Add to Group

Print

	Schl	Last Name	First Name	Middle	Teacher or Counselor	Grd	Sex	Perm ID	StuNum	Status	Birthdate	
<input checked="" type="checkbox"/>		994	Abbott	Allan (AJ)	James	Durbin, S	12	M	99400001	1	Active	11/11/1999
<input checked="" type="checkbox"/>		994	Abdo	Alice	A	Monarch	5	F	99400003	3	Active	7/21/2003
<input checked="" type="checkbox"/>		994	Abdo	Arnold	A	Wilson	10	M	99400004	4	Active	12/24/2001
<input checked="" type="checkbox"/>		994	Abejon	Tanya	A	Wilson	10	F	99400006	6	Active	2/26/2002
<input checked="" type="checkbox"/>		994	Abesamis	Tatiana	J	Monarch	9	F	99400008	8	Active	11/16/2002

**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.

## Multi Student Search

### Search Student List

### Results

Perfect Matches (18)

Incomplete Matches (0 / 5)



Keep

Export

Add to Group

Print

	Schl	Last Name	First Name	Middle	Teacher or Counselor	Grd	Sex	Perm ID	StuNum	Status	Birthdate	
<input checked="" type="checkbox"/>		994	Abbott	Allan (AJ)	James	Durbin, S	12	M	99400001	1	Active	11/11/1999

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 screenshot shows a window titled "Export Checked Students" with a table of student information. A dropdown menu is open over the "First Name" column, showing options for sorting and selecting columns to include in the export.

ID	Last Name	First Name
99400001	Abbott	
99400003	Abdo	
99400004	Abdo	
99400006	Abejon	Tanya
99400008	Abesamis	Tatiana
99400010	Abo	Kyle
99400013	Abrego	Ivette
99400014	Abujohn	Edgar
99400016	Acharya	Josiah
99400017	Ackermann	Kathrin
99400018	Acosta	Annessa
99400019	Acosta	Donovon
99400020	Acuna	Allan
99400021	Acuna	Darlene
99400022	Acuna	Darlene

The "Columns" dropdown menu includes the following options:

- ID
- School
- Last Name
- First Name
- Middle Name
- Teacher or Counselor
- Grade
- Sex
- Status
- Birthday

An "Export List To Excel" button is located at the bottom of the window.

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

The screenshot shows a "Results" header with two tabs: "Perfect Matches (18)" and "Incomplete Matches (0 / 5)". On the right side, there are buttons for "Keep", "Export", "Add to Group" (which is highlighted with a blue box), and "Print".

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 screenshot shows a "Multi Student Search" window. A dialog box titled "Add Checked Students to a Group" is open in the foreground. The dialog has a "Group:" dropdown menu with "Detention" selected and an "Add to Group" button at the bottom.

The background shows a table of student search results with columns: Schl, Last Name, First Name, Middle, Teacher or Counselor, Grd, Sex, Perm ID, StuNum, Status, and Birthdate. Several rows are checked with a checkbox in the left margin.




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.

The screenshot shows a 'Results' page with two tabs: 'Perfect Matches (18)' and 'Incomplete Matches (0 / 5)'. The 'Incomplete Matches' tab is active. Below the tabs is a table with columns: Schl, Last Name, First Name, Middle, Teacher or Counselor, Grd, Sex, Perm ID, StuNum, Status, Birthdate. The table header shows 'Ayrianna, Abea'. Below the table is a search input field containing 'Ayrianna Abea' and a red 'Q Search' button. A blue arrow points to the search input field. Below the search input field is a message: 'No Search Results Found. Try modifying the search above.'

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

The screenshot shows the same 'Results' page as above, but the search input field now contains 'Ayrianna Abe' and the red 'Q Search' button is highlighted with a mouse cursor.

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

The screenshot shows the 'Results' page with the search input field containing 'Ayrianna Abe' and the red 'Q Search' button. Below the search input field is a table with one row of results. The table has columns: Schl, Last Name, First Name, Middle, Teacher or Counselor, Grd, Sex, Perm ID, StuNum, Status, Birthdate. The row contains: , , 994, Abe'a, Ayrianna, J, Durbin, S, 12, F, 99400005, 5, Active, 9/5/2000.

## 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

📅

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

IDN Records  
 STU Records  
 Active STU

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						

Contact Name	Relation	Telephone
Pat Marcus		(777) 555-4349
Karen/Jack Smith		