

District Student Search

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About San Diego USD

- ▶ <https://www.sandiegounified.org/>
- ▶ Second largest district in California
- ▶ 130,000+ students
- ▶ Nearly 6,000 teachers
- ▶ Over 230 schools: 117 traditional elementary schools, 9 K–8 schools, 25 traditional middle schools, 24 high schools, 49 charter schools, and 14 atypical/ alternative schools.
- ▶ PowerSchool since 2013

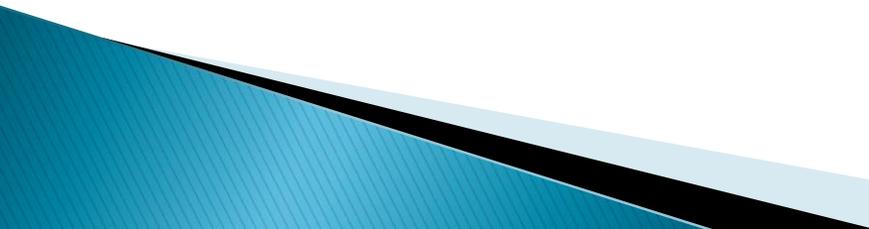
District Student Search: Overview

- ▶ Compatible with PowerSchool 8.x onwards
- ▶ San Diego uses this customization to allow schools to transfer and re-enroll students from other sites in a few easy steps. School users can complete the enrollment process without the need of a security role at the school where the student was last enrolled.
- ▶ Schools can use District Search feature in PowerSchool to search the entire district for –
 - Currently enrolled students
 - Previously enrolled in the district

District Student Search: Usage

- ▶ Student enrollments
 - Helps to prevent duplicate student IDs in PowerSchool
 - When no results are found, the student is enrolled as a new student to the district. PowerSchool issues a new student ID to the student.
 - San Diego uses this customization differently at certain times of the year by turning off/on certain features

District Student Search: Customization

- ▶ The customization adds the 'District Students' tab to the Start/Home page
 - ▶ The District Search allows users to search for students, district-wide.
 - ▶ Search parameters: Last Name, First Name, Birth Date, Home Phone, Student Number, Student State ID, Gender and Grade Level
 - ▶ User must enter at least one field to search on
 - ▶ Students are displayed who match ALL of the criteria entered.
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District Student Search: Customization

- ▶ San Diego uses this customization differently at certain times of the year by turning off/on certain features
 - August – September: Allows schools to transfer active and inactive students. San Diego disables the ability to transfer active students about a week after the school year begins
 - September – March: Allows schools to transfer inactive students only.
 - March – August: Allows schools to transfer inactive students and set Next School/Next Grade.
 - After New Year Rollover process, in March, allow schools to set Next School/Next Grade for students.
 - After End of Year process, in August, disable the ability to set Next School/Next Grade

District Student Search: Customization

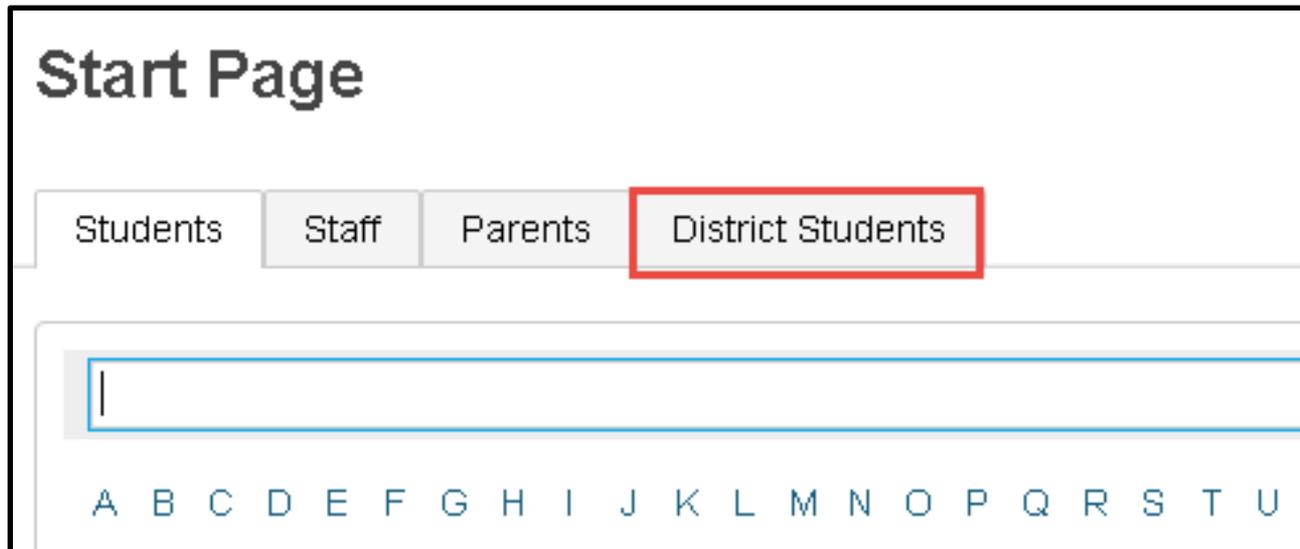
- ▶ On the search results page, the user can click on any column header to sort by that column.
 - ▶ A pencil icon link is provided to change the Next School and Next Grade for students.
 - ▶ Another pencil icon link is provided under the School column for transferring the students between schools
 - ▶ The hyperlink on the Student Number column provides additional identifying student information in a pop-up window for a given student
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District Student Search: Tab

Start Page

Students Staff Parents **District Students**

A B C D E F G H I J K L M N O P Q R S T U



District Student Search: Search Criteria

- ▶ Search for the student by entering any information you want to search by.

District Student Search

Students Staff Parents District Students

Search for a student by entering information in any or all of the fields below. Students will be displayed who match **ALL** of the criteria entered.

Last Name	<input type="text" value="Kaur"/>	Student Number	<input type="text"/>
First Name	<input type="text"/>	Student State ID	<input type="text"/>
Birth Date	<input type="text" value="09"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)	Gender	<input type="text" value="Female"/>
Home Phone	<input type="text"/>	Grade Level	<input type="text"/>

District Student Search: Search Results

- ▶ If the search results produce more than one student, the user can click on any student number in blue to the right of the student name to view additional, identifying information.

Search criteria:

- ✓ Last Name contains: **Kaur**
- ✓ Birth Month equal to: **09**

4 students found

Last Name ↑	First Name	Student Number	Birth Date	Student State ID	Home Phone	School	Grade Level	Enroll Status	Next School
Kaur	Brayden	90700120	09/01/2000	1127291433	619-991-3125	Madison High	10	Active	Madison High 
Kaur	Jesse	444969	09/01/1998	7644173051	619-985-1086	La Jolla High	11	Active	La Jolla High 
Kaur	Rayne	543939	09/01/2011	1553991996	617-461-7286	Hawthorne Elementary	-2	Active	Hawthorne Elementary 
Kaur	Terry	531038	09/01/2010	9380737653	617-463-5427	Central Elementary	0	Active	Central Elementary 

District Student Search: Search Results

- ▶ The **District Search Results** page displays the student(s) found. In the example below, only one student appears. Generally, the more specific the search criteria, the more narrow the search results will be (and, the faster it will complete). The search criteria you entered will be displayed at the top of the page, along with the number of students found.

District Search Results

Students that matched your search criteria are displayed below. Click on the pencil icon , under the School column, to transfer the student to your school. Please note that you may only transfer inactive students at this time. To transfer an active student to your school, please contact the school where the student is actively enrolled and ask them to transfer the student out. After the student has been transferred out of their current school, you may use this page to transfer the student to your own school and then re-enroll them.

Click on the pencil icon , under the Next School column, to update the Next School and Next Grade for a student.

Search criteria:

- ✓ Last Name contains: **Kaur**
- ✓ Birth Month equal to: **09**
- ✓ Birth Year equal to: **1998**

1 students found

Last Name ↑	First Name	Student Number	Birth Date	Student State ID	Home Phone	School	Grade Level	Enroll Status	Next School
Kaur	Jesse	444969	09/01/1998	7644173051	619-985-1086	La Jolla High	11	Active	La Jolla High 

District Student Search: Student Information

- ▶ A Student Information page will pop-up in a separate window. The **Contacts** and **Enrollment** headings can be expanded to reveal additional student information as needed.

Student Information

Student Number	444969	No photo available
Last Name	Kaur	
First Name	Jesse	
Middle Name	Favian	
Birth Date	09/01/1998 (17 years 7 months)	
Student State ID	7644173051	
Home Phone	619-985-1086	
Gender	Male	
Household Address	8574 VILLA LA JOLLA DR, # 306 LA JOLLA, CA 92037	

Siblings

▶ **Contacts**

▶ **Enrollment**

District Student Search: For more Information

- ▶ Please feel free to contact
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