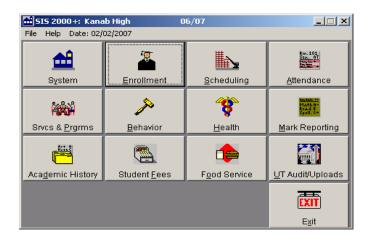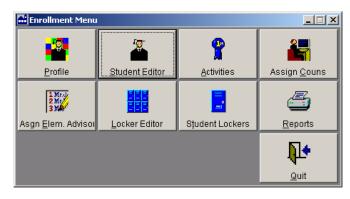# Find/Add Student Screen

The "Find/Add Student" screen has been developed as an entry-point to the "Student Editor" and "Student Data Entry" screens; it has sophisticated searching options and built-in features that prevent entering duplicate and ineligible students or inadvertently modifying data on the wrong student.
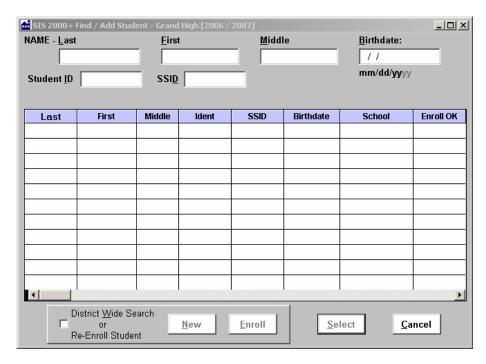
Searching for a student (a current student or to enroll a new student):

From the SIS Main Menu, select "**Enrollment**" followed by "**Student Editor**."

A blank "**Find/Add Student**" screen will appear:

General "Find/Add Student" Screen Search Features:

1. **Regular (not District-Wide) Search query shows students who:**
   a. currently attend your school
   b. attended your school at some time during the current year, but are currently enrolled at another school in the district or not enrolled in the district
   c. are enrolled to attend your school in a future track

2. **District-Wide Search**
   a. must be checked to either enroll a new student or re-enroll a former student
   b. shows all students who have attended a school in the district within the current year, the past year, and enrolled for the coming year

3. **Horizontal Scroll Bar** – when one or more students are listed in the grid, a standard Windows-type scroll bar is available beneath the grid at all times. In addition to the fields that are normally shown, the scroll bar allows viewing of fields including: Exit Date, Gender, Ethnicity, Address, Phone, and Email Address.

4. **Capitalization of Names:**
   The first letter of any name typed on the "Find/Add Student" screen will automatically be capitalized. If the first letter needs to be lower case (e.g. van Allen), you may manually retype and then delete that letter and it will remain lower case. There is no automatic edit that prohibits your typing capital letters embedded in a name (e.g. McNett).

5. **Searching by Student ID:**
   If you start typing a number when you **first** enter the "Find/Add Student" screen, the cursor will jump automatically to the Student ID field, and your number will be entered there (this also works on most other student search screens in SIS).
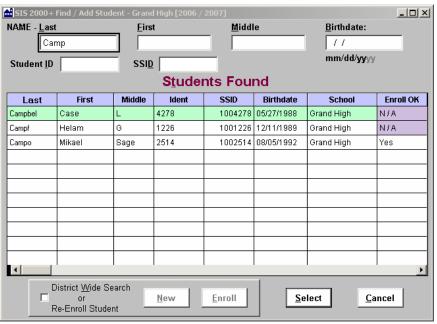
6. **Maximizing the Viewing Area:**
   If you prefer having the "Find/Add Student" screen take up your entire screen, you may now enlarge the screen using the standard Windows maximize button located in the upper right corner of the screen (between the "-" and "x"). You may also resize the screen by using the usual Windows method of dragging it horizontally or vertically (e.g. drag the screen to the right to show the "Exit Date" field).
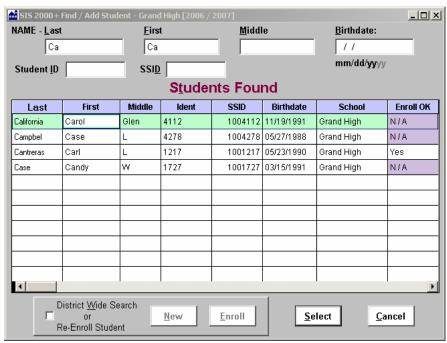
7. **"Enroll OK" Column:**
   a. **"N/A" (Not Applicable)** – this means that you cannot enroll the student because the student is currently enrolled at your school
   b. **"Yes"** – this means that the student is available for enrollment at your school because the student is not currently enrolled in your district
   c. **"No"** – this means that the student currently attends another school and has not been "exited" from that school or has been registered with "future status" at a school. When that school changes the student's status, the entry in the Enroll OK column will be "Yes."

Option 1: Name and/or Birthdate

Type the full or partial last and/or first name. Preliminary search results will appear in the grid when a minimum of four characters has been entered. Typing additional letters or a middle initial/name will narrow the search further. "Birthdate" will also make it easier to distinguish between students. When the correct student is found, either double-click anywhere in the row or highlight and click "**Select**." This brings up the "Student Editor."
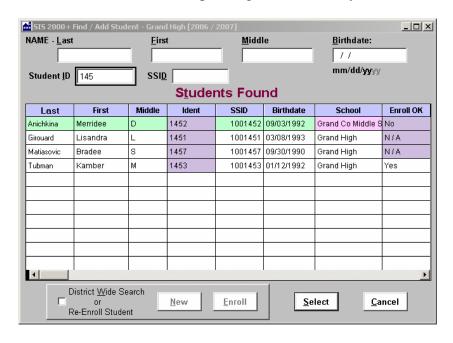

Search based on last name only
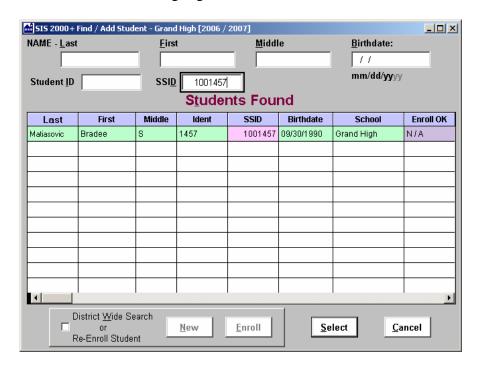

Search based on last and first names

Option 2: Student ID

To accommodate people's many searching styles, there are four options for completing a search using the Student ID field. You will see results of the query if you: 1) hit "Enter" after starting to type a Student ID; 2) move off the Student ID field (via "Tab" key or mouse); 3) match an existing student ID perfectly; or 4) wait three seconds after typing at least one number in the Student ID field. The example below shows the result of typing "145" in the Student ID field and pressing the "Enter" key.
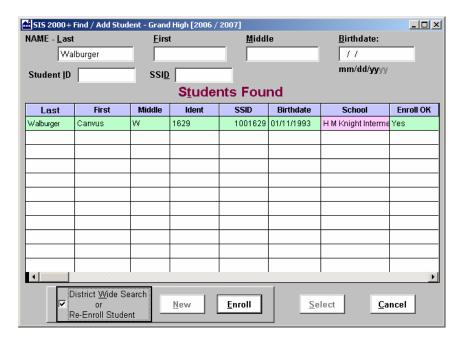

Option 3: SSID

The entire SSID number must match for a student to be located. If there is an exact match, the student will appear in the grid with the SSID number highlighted.
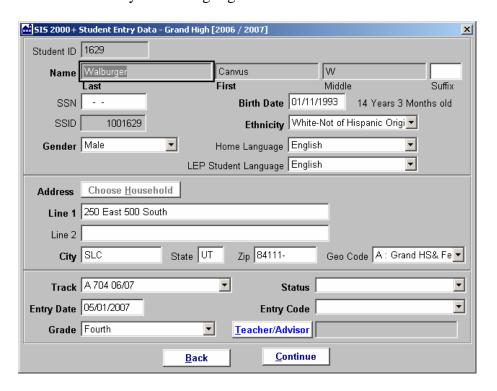
Enrolling a new student:

1. Search for the student using Option 1 above. Enter full name (last, first, middle) and birthdate
2. If the grid is blank, you know that the student is not enrolled at your school;
   check "**District Wide Search**"
   a. Result 1: a match is found

Scrolling to the right will also reveal information including exit date, address, and phone.

     i.   If "**Enroll OK**" says "**Yes**" highlight that row and select the "**Enroll**" button

ii. If "**Enroll OK**" says "**No**" you will be unable to enroll this student until the student is successfully checked out of the school shown in the "School" column. Trying to enroll this student will result in one of the following two messages.
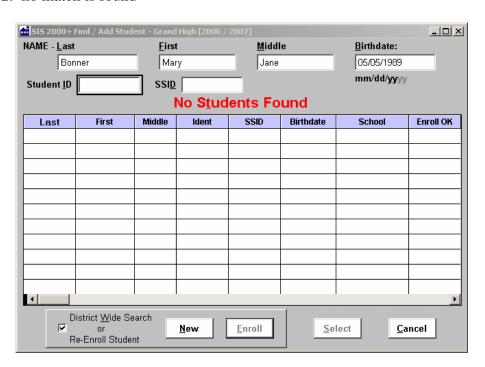
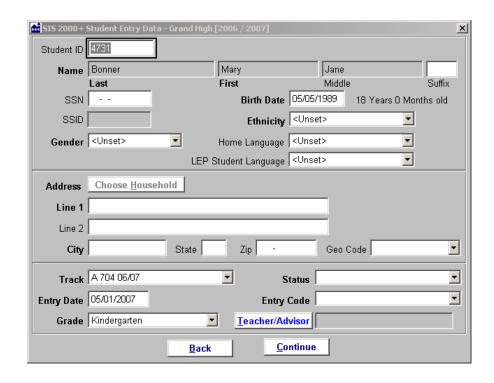**If student's current school has not run the future status process:**

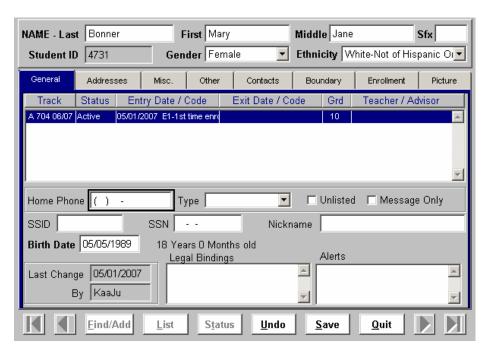**If student's current school has run the future status process:**

b. Result 2: no match is found

The "**New**" button below will be activated. Select "**New.**"

3. You are now on the "Student Entry Data" screen
    Note: All name fields are "read only" on this screen, so if you have not entered the information completely you will need to press "**Back**" and complete data entry before pressing "**New**" or "**Enroll**" again.

4. Complete the "Student Entry Data" screen, ensuring that all required fields are complete and select "**Continue;**" this takes you to the "Student Editor" screen where you can finish the enrollment process.

5. After entering information on all tabs (e.g. Contacts, Misc.), you must click "**Save**."

6. After **Save** is pressed, the **Find/Add** button will be activated; you may use it to return to the "**Find/Add"** screen to enroll additional students or to find existing ones.
   <u>Note</u>: To speed batch entry of new students, the District Wide Search box will remain checked when you return to **Find/Add** from the "**Student Editor**."