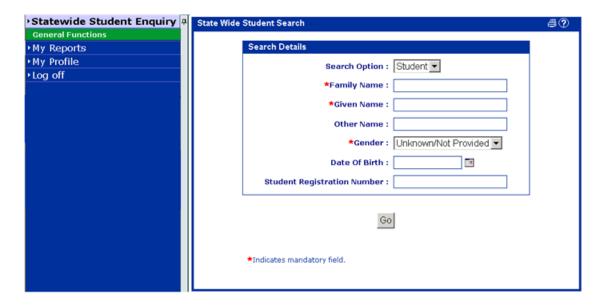
## How to Search Students State wide

### Statewide Student Enquiry is available for student welfare and audit users

How to search a new student who has attended a DET school in NSW at either primary or secondary level:

- Click Statewide Student Enquiry option
- Complete a registration search
- Select the View Registration button based on the outcome of the search



### To Complete a Registration Search

- Access the State Wide Student Search from the Statewide Student Enquiry Menu option
- Enter the family name, given name, gender and date of birth
- To commence the search, click the **GO** button

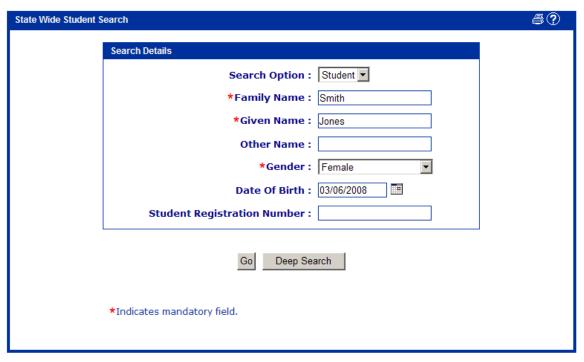
### Link to the appropriate registration pathway to take:

- Deep Search have a wider range of search against the students name
- Filter Search have more criteria apply a narrower range of search against the student details
- View Registration view selected student details

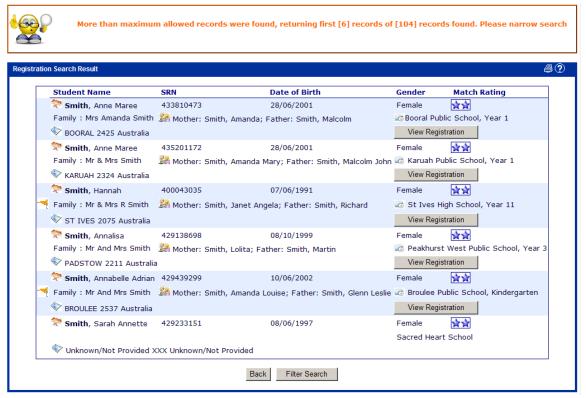
If **no records match** you can either refine the data (check names e.g. Bob may be Robert), and ensure the DOB is correct. Or click the **Deep Search** button to have a wider search against the student name



No records match selection criteria - please refine search criteria.



If more than one record is matching, click the Filter Search button to input additional information to narrow down the records



# Click the View Registration button to view the student information



#### NOTE:

If the student record does not have the **View Registration** button, it means the student is a NON-Gov student, who has not been registered into a DET schools. For example

