

How to Search for Students

A student's data can be accessed through two methods – the student enquiry search and locating a student through a family tree.

The Student Enquiry

The search criteria used can be abbreviated for Family Name and Given Name, students with a status of LEFT can be excluded from the search and there is an option for a simple search or a Name Matching Search (which provides a greater degree of flexibility when searching).

Student Enquiry

Search Criteria

School: St Leonards Public School

Calendar Year: 2008

Scholastic Year: All

Enrolment Type: All

Registration Offering: All

Registration Status: All

Student Group: All

Family Name: []

Given Name: []

SRN: []

Show students with: Active Registrations

Name Search Mode: Go simple search

Go

Search for Student based on family name:

Search Criteria

School: St Leonards Public School

Calendar Year: 2008

Scholastic Year: All

Enrolment Type: All

Registration Offering: All

Registration Status: All

Student Group: All

Family Name: Allison

Given Name: []






SRN: []

Show students with: Active Registrations

Name Search Mode: Go simple search


Go






Provides a list of students:

| Matching Students | | | | | | | |
|---|-----------|------------------|--------|-------------|------------|--------------------------|---|
|  | SRN | Student name | Gender | D.O.B | Roll Class | Status | |
|  | 400072281 | Allison,Anthony | M | 18-Dec-1996 | 6R | Enrolled (In Attendance) |  |
|  | 400072302 | Allison,Nicholas | M | 18-Dec-1996 | 6W | Enrolled (In Attendance) |  |

The user can select the required Allison simply by clicking on the name.

Search for a student on abbreviated name 'All' instead of Allison:

| Search Criteria | | | | | | |
|---|--|----------------------|----------------------------|------------------------|----------------------|-----------------------|
| School | | Calendar Year | | Scholastic Year | | Enrolment Type |
| St Leonards Public School  | | 2008 | | All | | All |
| Registration Offering | | | Registration Status | | Student Group | |
| All | | | All | | All | |
| Family Name | | | Given Name | | SRN | |
| All | | | | | | |
| Show students with : | | | Active Registrations | | | |
| Name Search Mode : | | | Go simple search | | | |
| <input type="button" value="Go"/> | | | | | | |

| Matching Students | | | | | | | |
|---|-----------|------------------|--------|-------------|------------|--------------------------|---|
|  | SRN | Student name | Gender | D.O.B | Roll Class | Status | |
|  | 400072281 | Allison,Anthony | M | 18-Dec-1996 | 6R | Enrolled (In Attendance) |  |
|  | 400072302 | Allison,Nicholas | M | 18-Dec-1996 | 6W | Enrolled (In Attendance) |  |

Locates all student names that meet the criteria.

Search for a student using abbreviation of 'AI' for Allison

| Matching Students | | | | | | | |
|-------------------|-----------|--------------------|--------|-------------|------------|--------------------------|--|
| | SRN | Student name | Gender | D.O.B | Roll Class | Status | |
| | 400072281 | Allison,Anthony | M | 18-Dec-1996 | 6R | Enrolled (In Attendance) | |
| | 400072302 | Allison,Nicholas | M | 18-Dec-1996 | 6W | Enrolled (In Attendance) | |
| | 400072329 | Almeida,Nihal | M | 12-May-1998 | 5T | Enrolled (In Attendance) | |
| | 400072337 | Altan,Candace | F | 09-Aug-2000 | 2A | Enrolled (In Attendance) | |
| | 400072353 | Altan,Clarice | F | 17-Apr-1997 | 6W | Enrolled (In Attendance) | |
| | 400072361 | Alvarenga,Jessica | F | 09-Sep-1996 | 6W | Enrolled (In Attendance) | |
| | 400072761 | Balaji,Bhavesh | M | 03-Apr-2001 | 2M | Enrolled (In Attendance) | |
| | 400072752 | Baldwin,Nellie | F | 01-Jan-2001 | 2N | Enrolled (In Attendance) | |
| | 400073708 | Dindayal,Kiran | M | 04-Sep-1996 | 6C | Enrolled (In Attendance) | |
| | 400074089 | Gallego,Emiliana | F | 12-Dec-1996 | 6SM | Enrolled (In Attendance) | |
| | 400075115 | Khoshkhesal,Mona | F | 24-Mar-1997 | 6SM | Enrolled (In Attendance) | |
| | 400075492 | Laliotis,Angelique | F | 22-Dec-1998 | 4MU | Enrolled (In Attendance) | |
| | 400075506 | Laliotis,Nicolas | M | 12-Sep-2001 | 1B | Enrolled (In Attendance) | |
| | 400076332 | Malik,Abhishek | M | 13-Oct-1998 | 4LK | Enrolled (In Attendance) | |
| | 400076324 | Malik,Arjun | M | 11-Mar-2002 | 1J | Enrolled (In Attendance) | |






















The list is comprehensive as every Family name with the combination of 'AI' is now listed.

The same system applies to searching for Given Names.

Search for abbreviated name 'Allis' for Allison using Name Matching sort:

| Search Criteria | | | |
|--|----------------------------|------------------------|-----------------------|
| School | Calendar Year | Scholastic Year | Enrolment Type |
| St Leonards Public School | 2008 | All | All |
| Registration Offering | Registration Status | Student Group | |
| All | All | All | |
| Family Name | Given Name | SRN | |
| Allis | | | |
| Show students with : Active Registrations | | | |
| Name Search Mode : Go name matching | | | |
| Go | | | |

Provides a list of names that may not look as though they match the criteria, but they actually do.

| Matching Students | | | | | | | |
|---|-----------|---------------------------|--------|-------------|------------|--------------------------|---|
|  | SRN | Student name | Gender | D.O.B | Roll Class | Status | |
|  | 400073414 | Choe ,Alexander | M | 24-Sep-1997 | 5G | Enrolled (In Attendance) |  |
|  | 400073767 | Dyer ,Alex | M | 20-Aug-1996 | 6SM | Enrolled (In Attendance) |  |
|  | 400075085 | Kennedy ,Alice | F | 25-May-1998 | 4MU | Enrolled (In Attendance) |  |
|  | 400076448 | McLarty ,Alexander | M | 22-Dec-1999 | 3G | Enrolled (In Attendance) |  |
|  | 400076464 | Meacham ,Alice | F | 19-Jul-1999 | 3G | Enrolled (In Attendance) |  |
|  | 400076502 | Miley ,Samantha | F | 07-Jun-1998 | 5B | Enrolled (In Attendance) |  |
|  | 400078530 | Vancev ,Aleksandar | M | 29-Jan-1997 | 6R | Enrolled (In Attendance) |  |
|  | 400079277 | Yang ,Kai Alex | M | 26-Jul-2001 | 2N | Enrolled (In Attendance) |  |
|  | 400079315 | Yang ,Alick | M | 01-Sep-1996 | 6SM | Enrolled (In Attendance) |  |
|  | 400079757 | Zhang ,Alexander | M | 25-Feb-2002 | 1H | Enrolled (In Attendance) |  |

How each name fits the criteria:

| | |
|------------|---------------------|
| Alexander | Sounds like Allis |
| Alex | |
| Alice | |
| Aleksandar | |
| Alick | |
| Samantha | Other name is Alyce |

These names might not always seem relevant but the Name matching option provides a powerful tool when searching for a student in different situations.

Search for a student using SRN only

It is possible to search for a student using the SRN only. The result of this search will take you straight to the student's record as the SRN is unique:

Search Criteria

School St Leonards Public School **Calendar Year** 2008 **Scholastic Year** All **Enrolment Type** All

Registration Offering All **Registration Status** All **Student Group** All

Family Name **Given Name** **SRN** 400100200

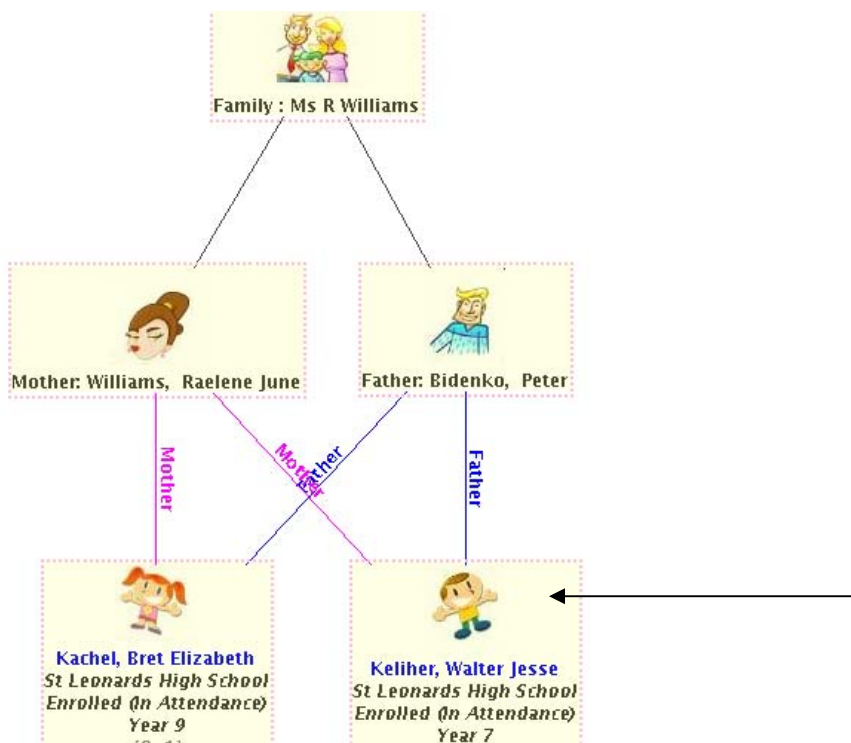
Show students with : Active Registrations **Name Search Mode :** Go simple search

Go

Locate a student using the family tree

If you are currently working with a student's record and wish to search for a sibling of the student you:

- Display the family tree for the current student
- Locate the sibling required at the bottom of the tree
- Click on the siblings name to display the record.



Double click on sibling Keliher to access his record.