

# Searching for Students

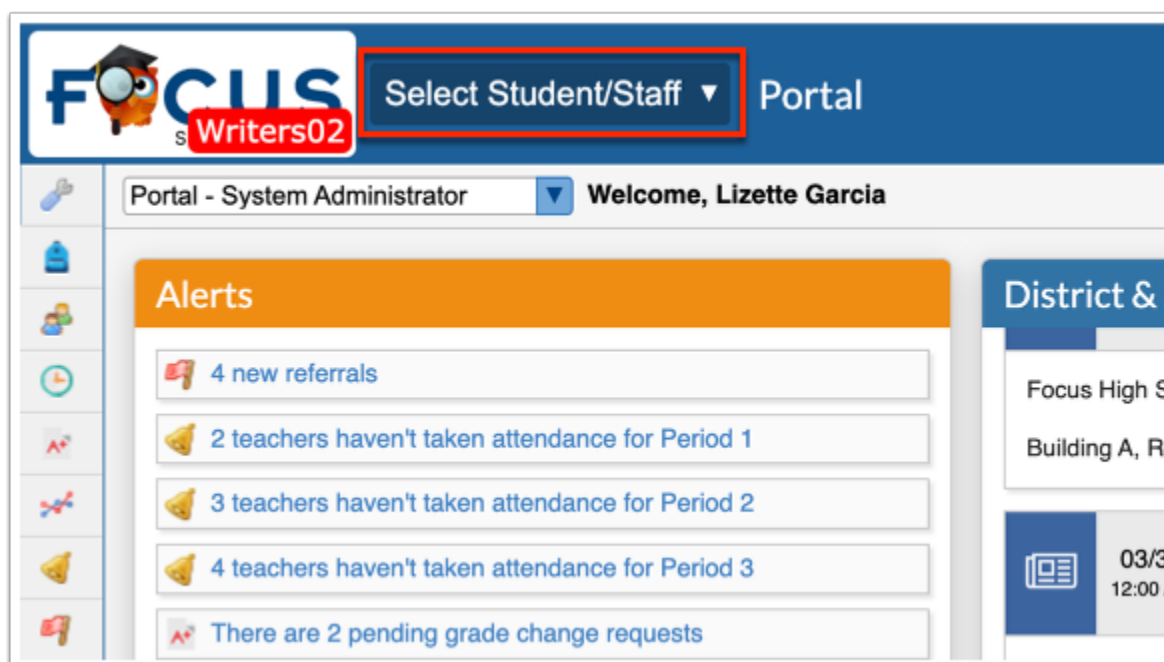
Focus provides several ways for schools and districts to search for students, both individually and by specified search criteria. The Student Search module appears on many screens throughout Focus, and includes three submenus: Search Screen, Simple List, and Customized List. This documentation provides information on the student search screen, including the student search bar, More Search Options, Student Groups, and how to save and use saved searches (when using the new search feature). The Simple List provides a comprehensive list of all students or the results from the Search Screen, and the Customized List can be set up in [My Preferences](#) to display selected students. Teachers can customize the student list via My Information > [Preferences](#).

## Quick Student Search From Any Screen

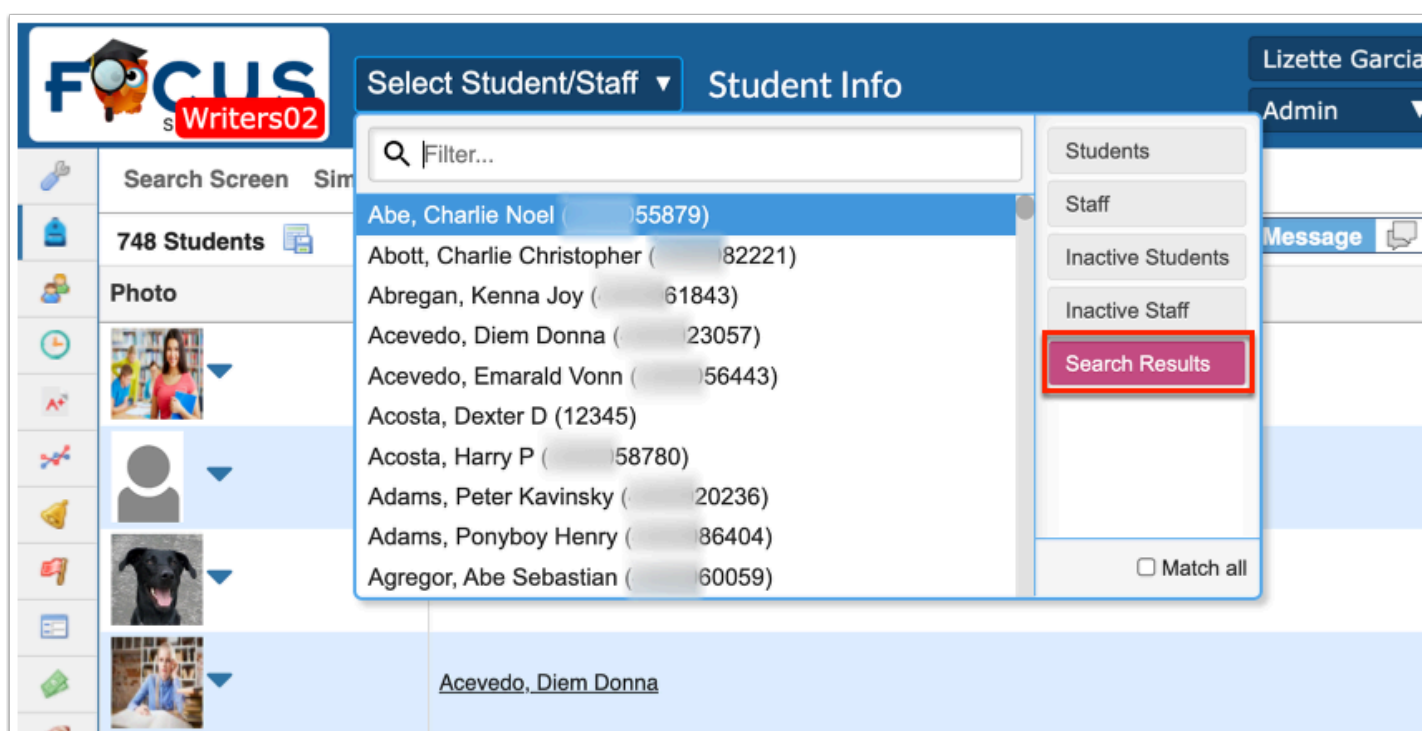
You can quickly select a student and view their student record without conducting a student search using the Select Student/Staff pull-down available at the top-left corner of every screen.

-  The pull-down displays as Select Student/Staff and can be used to search for Students if you have permission to View and Edit **Student Info** via Users > [Profiles](#) > Students tab. If you also have permission to View and Edit **User Info** via Users > [Profiles](#) > Users tab, you can search for and view staff records, as well.


1. Click the **Select Student/Staff** pull-down.



The **Search Results** tab is selected by default. To use the filters and results of your last student and user search, leave the tab selected. For example, if you conduct a Student Info search where you searched for students in the 11th grade, the results of that specific search will display in the Select Student/Staff pull-down when Search Results is selected.



Here is the last student search conducted; as you can see, the results of the Student Info student search displays in the Select Student/Staff pull-down displayed above when Search Results is selected.













Select Student/Staff ▼
Student Info


Lizette Garcia
Focus High School - 0041
SIS

Admin ▼
2022-2023 ▼
4th 9 Weeks ▼
ERP

Search Screen
Simple List
Customized List

748 Students
Message
Filters: OFF
Search

Photo	Student	Student ID	Grade
	<a href="#">Abe, Charlie Noel</a> 	55879	10
	<a href="#">Abott, Charlie Christopher</a>	82221	09
	<a href="#">Abregan, Kenna Joy</a> 	61843	10
	<a href="#">Acevedo, Diem Donna</a>	23057	09
	<a href="#">Acevedo, Emerald Vonn</a>	56443	12
	<a href="#">Acosta, Dexter D</a>	86685	10
	<a href="#">Acosta, Harry P</a> 	58780	10

 If a student or user search has not recently been conducted, the Search Results tab does not display.

2. Click the **Search Results** tab to remove the Search Results from your latest student/user search. Once, disabled, the tab turns gray.

Select Student/Staff ▼

Student Info

Q Filter...

Abe, Charlie Noel (055879)

Abernathy, Nora Robin (3105)

Abott, Charlie Christopher (082221)

Abregan, Kenna Joy (061843)

Acevedo, Diem Donna (023057)

Acevedo, Emerald Vonn (056443)

Acosta, Dexter D (12345)

Acosta, Harry P (058780)

Adams, Peter Kavinsky (020236)

Adams, Ponyboy Henry (086404)

Students

Staff

Inactive Students

Inactive Staff

Search Results

☐ Match all

3. To search for students only, click the **Students** tab.

FOCUS

Writers02

Portal - System Admin

Alerts

7 new referrals

There are 2 per

An update for y available!

10 Online Re-e approval.

Select Student/Staff ▼

Portal

Q Filter...

Abe, Charlie Noel (055879)

Abott, Charlie Christopher (082221)

Abregan, Kenna Joy (061843)

Acevedo, Diem Donna (023057)

Acevedo, Emerald Vonn (056443)

Acosta, Dexter D (12345)

Acosta, Harry P (058780)

Adams, Peter Kavinsky (020236)

Adams, Ponyboy Henry (086404)

Agregor, Abe Sebastian (060059)

Students

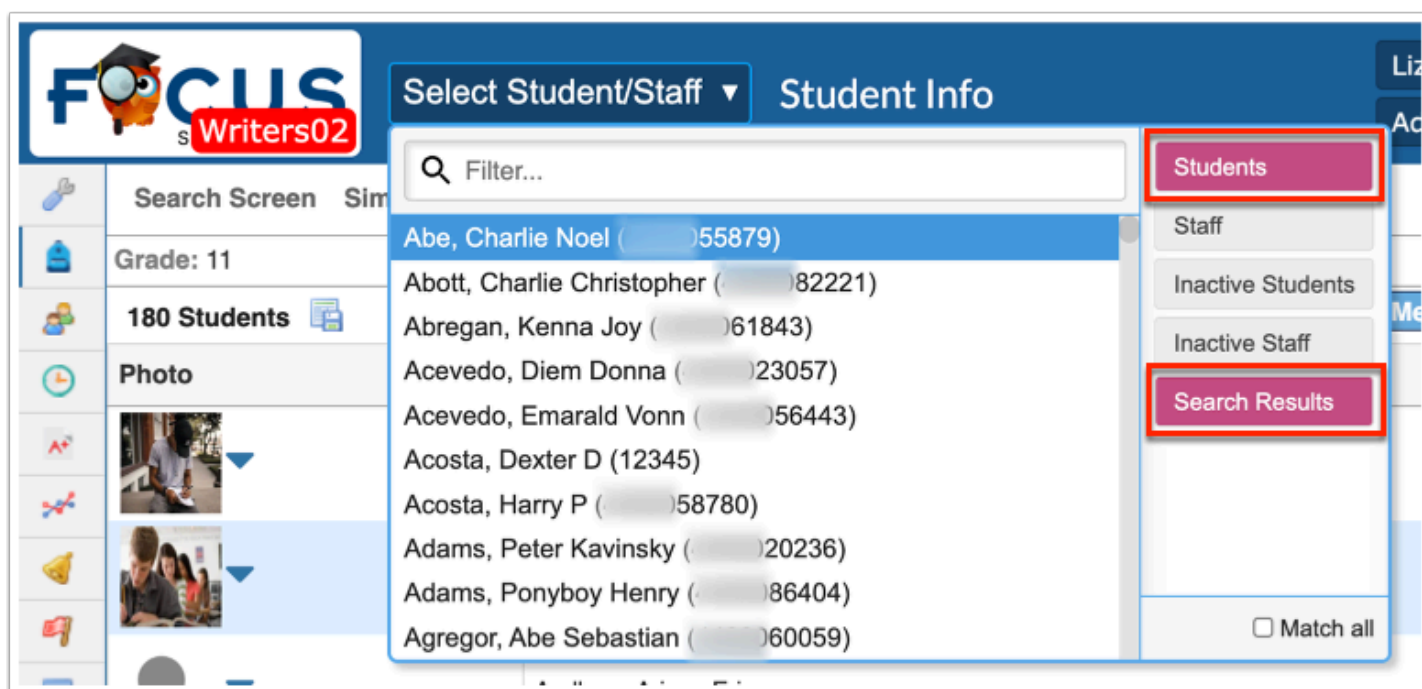
Staff

Inactive Students

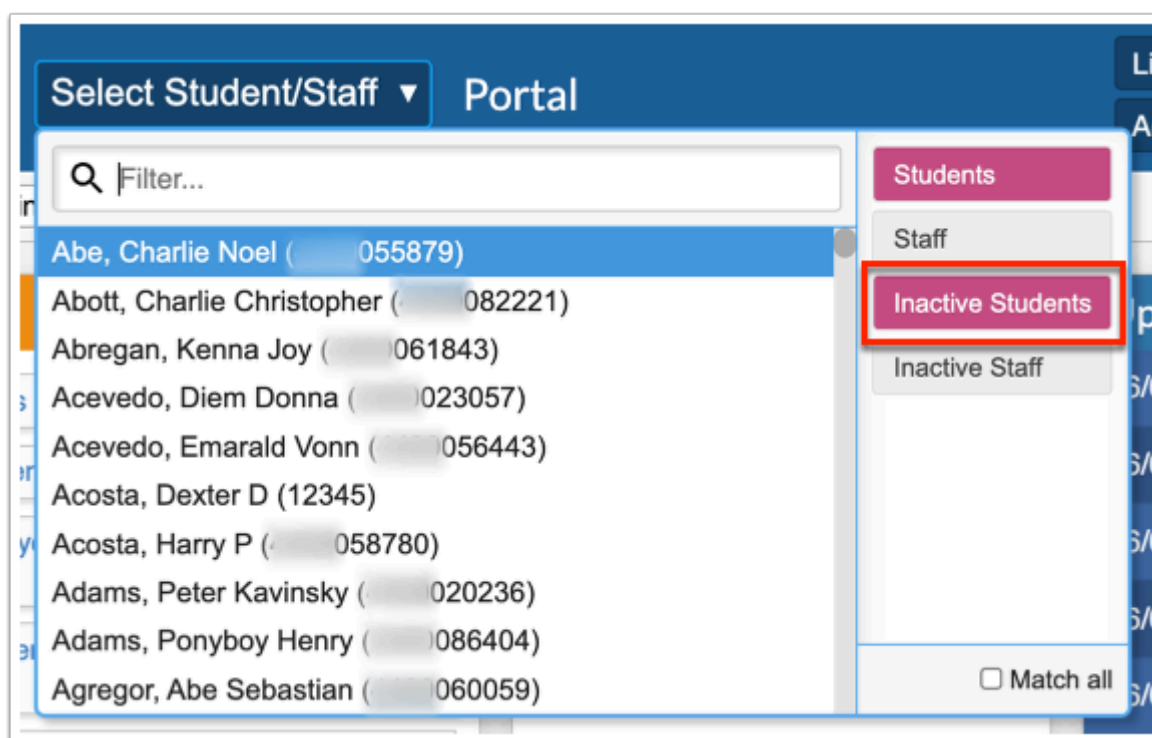
Inactive Staff

☐ Match all

If **Search Results** and **Students** are both selected, the displayed students will pull from all the students assigned to the selected school (School pull-down in the header) **OR** from the Search Results of your latest student search.



4. Click **Inactive Students** to display inactive students from which to choose, as well as active students.



Select the **Match all** check box to display students that are listed in the Search Results of your latest student search **AND** assigned to the selected school.

Select Student/Staff ▼

Student Info

Q Filter...

Abe, Charlie Noel ( )55879)

Abott, Charlie Christopher ( )82221)

Abregan, Kenna Joy ( )61843)

Acevedo, Diem Donna ( )23057)

Acevedo, Emerald Vonn ( )56443)

Acosta, Dexter D (12345)

Acosta, Harry P ( )58780)

Adams, Peter Kavinsky ( )20236)

Adams, Ponyboy Henry ( )86404)

Agregor, Abe Sebastian ( )60059)

Students

Staff

Inactive Students

Inactive Staff

Search Results

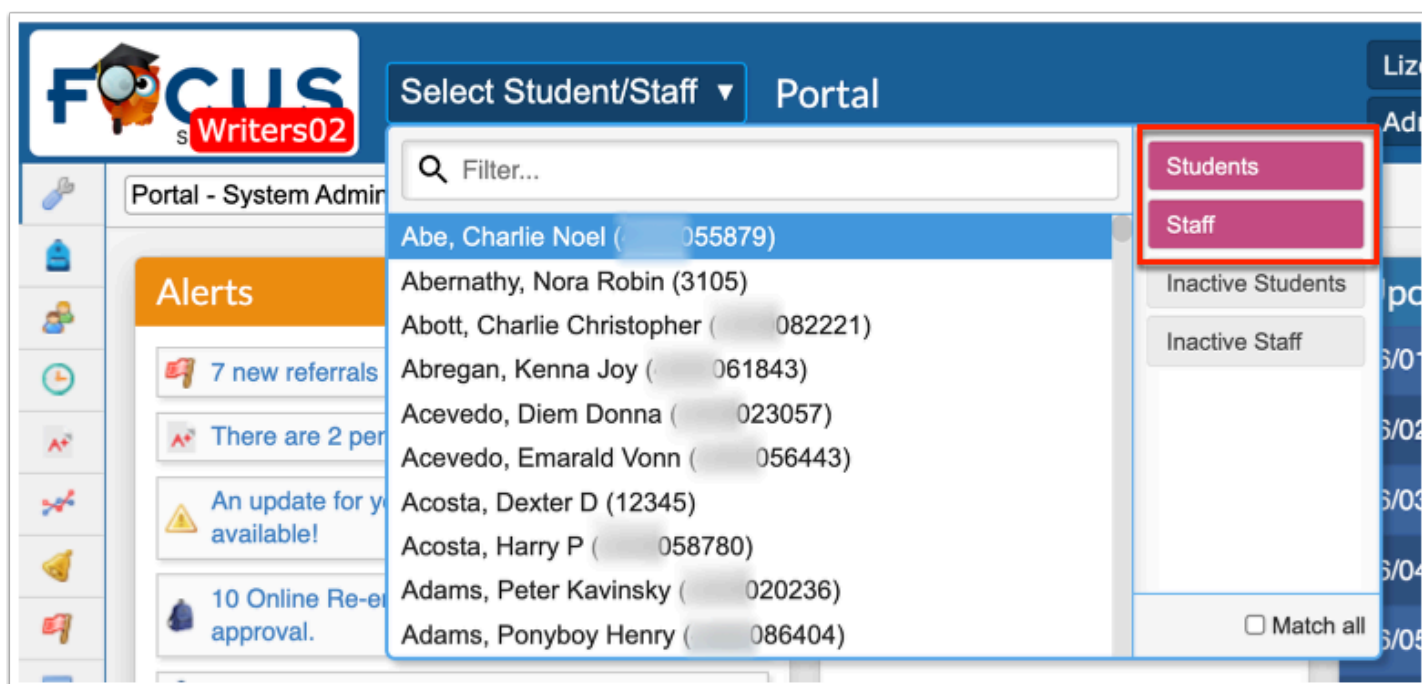
☒ Match all

**i** Selecting **Students** and **Staff** will show all students at the selected school and all staff. Selecting the Match All check box will show zero results because there are no students who are also staff members.

Selecting **Search Results**, **Staff**, and **Students** displays the results of your latest User search and Student search OR all users and students assigned to the selected school.

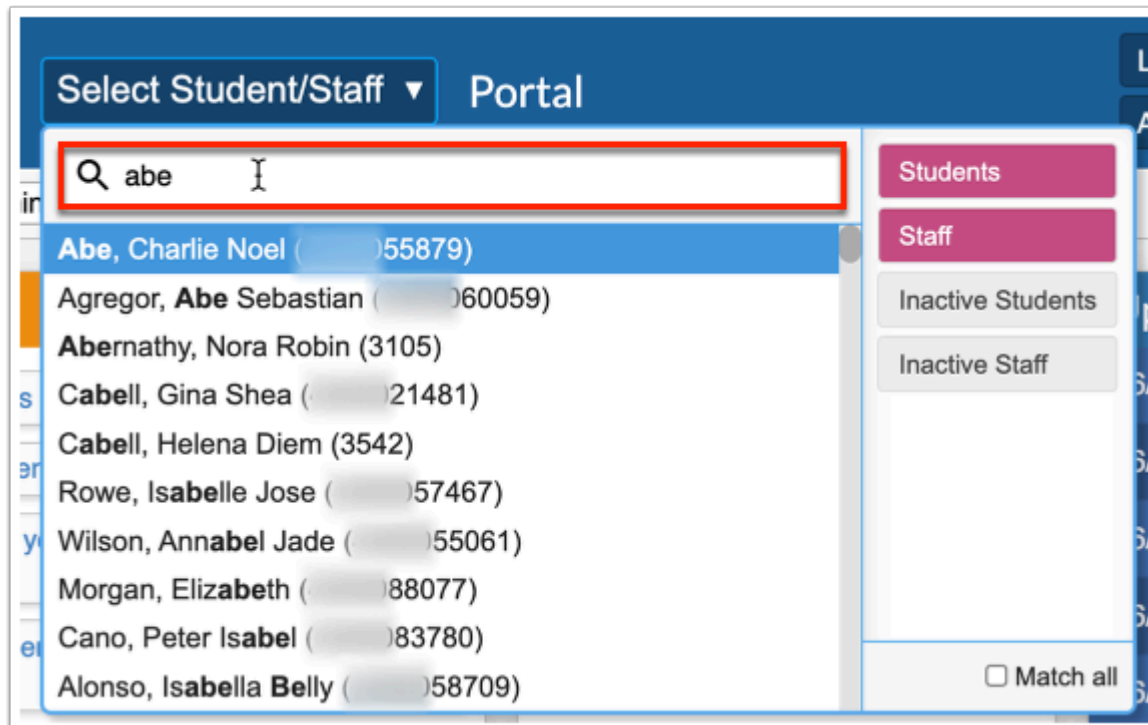
Searching for Students

Page 6



**5a.** Scroll through the listed students for the student you want, then click the student name to open the record in [Student Info](#).

**5b.** Start typing the first name, last name, or student ID in the **Filter...** text box, then click the student name to open the record in [Student Info](#).



Once the student record is open in Student Info, the pull-down reflects the selected student information along with additional features.



Focus Writers02

Abe, Charlie Noel

055879 - 10

Student Info

Lizette Garcia

Focus High School - 0041

2022-2023

4th 9 Weeks

SIS

ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad

ISP Page Files SSS Choice Billing

Filter fields...

E Enrollment

F FASTER

FS Fed State

FC Federal/State Compensatory

FS Food Service

F Forms

GD General Demographics

G Gifted

G Graduation

Health Daily Health Screener

General Demographics

Print a Form/Letter

Laptop Issue Date

Laptop Serial Number

Acknowledgement of Admissions Statement ☒

Application Complete ☒

Parent Requirements Understood? ☐ N/A ☐ No ☒ Yes

Parent Notes to Admissions

I understand that I am responsible for paying an activity fee for Focus School. ☐

Social Security

Is your child currently being Homeschooled? ☐ N/A ☐ Yes

a. Click the **arrow** to open the pull-down and start over.

Focus Writers02

Abe, Charlie Noel

Student Info

Lizette Garcia

Enrollment Schedule

Filter fields...

PI Primary Info

5 504

A Address

Filter...

Abe, Charlie Noel (055879)

Abott, Charlie Christopher (082221)

Abregan, Kenna Joy (061843)

Acevedo, Diem Donna (023057)

Acevedo, Emerald Vonn (056443)

Acosta, Dexter D (12345)

Acosta, Harry P (058780)

Adams, Peter Kavinsky (020236)

Adams, Ponyboy Henry (086404)

Agregor, Abe Sebastian (060059)

Students

Staff

Inactive Students

Inactive Staff

Search Results

Match all

b. Hover over the icons for additional information/alerts about the student/user.

Focus Writers02

Abe, Charlie Noel

Student Info

055879 - 10

Schedule Requests

Covid Symptoms Within The Last 14 Days

07/14/2022



i. Click alert icons to open the screen, tab, and field for which the information is housed.

**Focus Writers02** Student Info

Lizette Garcia Focus High School - 0041 SIS  
Admin 2022-2023 4th 9 Weeks ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail

Grad Files SSS Choice Billing

Filter fields... **GD General Demographics**

**General Demographics** Print a Form/Letter

Covid Symptoms... 07/14/2022

**Threat Classification**

Export Filter: OFF

School Where The Threat Event Was Initiated School Where The Threat Event Occurred Date c

1098-T Less Than Half Time ☐ Protected Student ☐

? TIDE Access Code

c. Hover over the student or user photo for additional information.

**Focus Writers02** Student Info

Abe, Charlie Noel 55879 - 10

Grades Absences Activities

**General Demographic**

Name Abe, Charlie Noel

Student ID 55879

Personal Student Email charlieabe@gmail.com

Student Email Address lizettemartinez824@gmail.com

Gender F - Female

Birthdate 04/06/2007

Student Phone Number (727) 555-1234

Custody Alert

op Issue Date

ledgement of ns Statement ☒


Requirements Understood? ☐ N/A ☐ No ☒ Yes

and that I am ☐

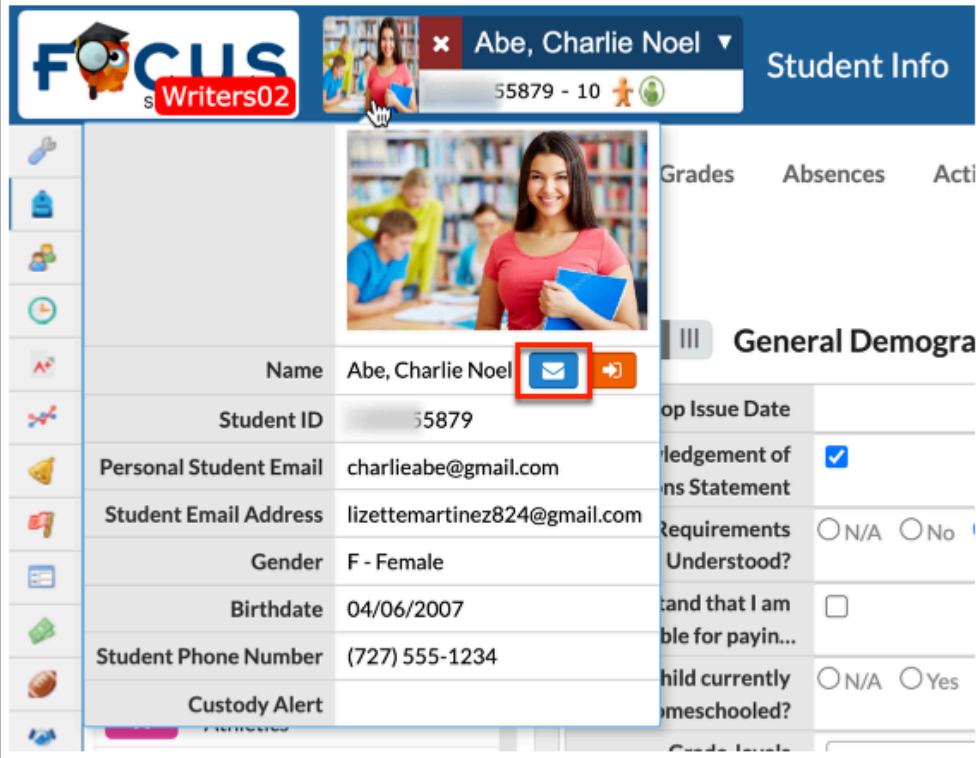
ble for payin...

hild currently ☐ N/A ☐ Yes

omeschooled?

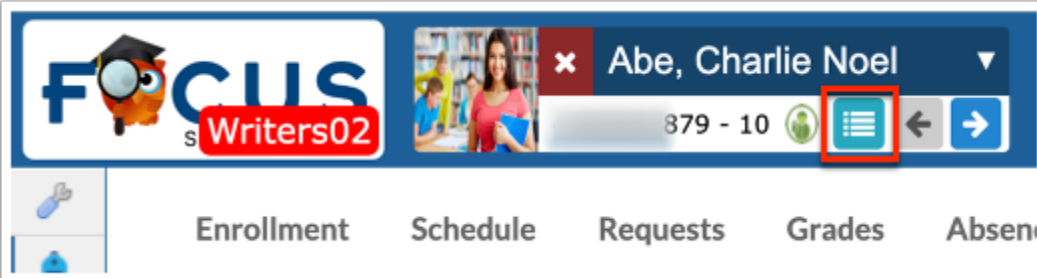
 The information displayed here is determined by the selection made via Users > [My Preferences](#) > [Columns in Student Lists](#).

i. To message the student via the [Communication](#) screen, click the blue envelope icon.



The screenshot shows the FOCUS Writers02 interface. At the top, there's a header with the FOCUS logo and a red 'Writers02' badge. Below the header, a student profile for 'Abe, Charlie Noel' is displayed. The profile includes a photo of a young woman, a dropdown menu with the student's name, and a status bar showing '55879 - 10'. Below this, a table lists student information: Name, Student ID, Personal Student Email, Student Email Address, Gender, Birthdate, Student Phone Number, and Custody Alert. A red box highlights the blue envelope icon next to the student's name, indicating the communication option.

d. Click **Back to Search Results** to return the latest search results screen.



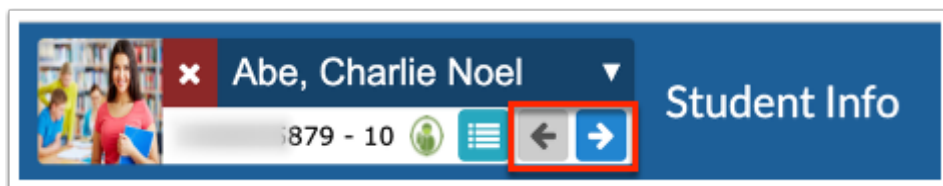
The screenshot shows the FOCUS Writers02 interface. At the top, there's a header with the FOCUS logo and a red 'Writers02' badge. Below the header, a student profile for 'Abe, Charlie Noel' is displayed. The profile includes a photo of a young woman, a dropdown menu with the student's name, and a status bar showing '55879 - 10'. Below this, a table lists student information: Name, Student ID, Personal Student Email, Student Email Address, Gender, Birthdate, Student Phone Number, and Custody Alert. A red box highlights the blue envelope icon next to the student's name, indicating the communication option.

e. Click the left and right arrow to navigate to the previous (left) and next (right) student/user in the list (as displayed in the Select Student/Staff pull-down).

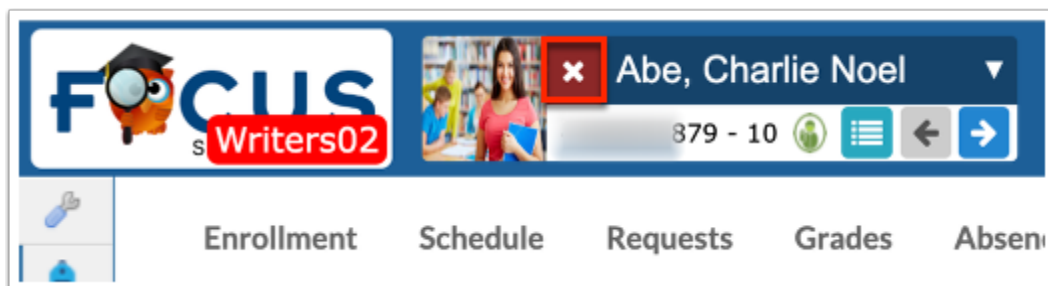


The screenshot shows the FOCUS Writers02 interface. At the top, there's a header with the FOCUS logo and a red 'Writers02' badge. Below the header, a student profile for 'Abregan, Kenna Joy' is displayed. The profile includes a photo of a black dog, a dropdown menu with the student's name, and a status bar showing '061843 - 10'. Below this, a table lists student information: Name, Student ID, Personal Student Email, Student Email Address, Gender, Birthdate, Student Phone Number, and Custody Alert. A red box highlights the left and right arrow icons next to the student's name, indicating the navigation options.

The left arrow for previous student is inactive because Charlie Abe is the first person in the list. Upon clicking the right arrow to navigate to the next student, you can now click the left or right arrow to navigate back to Charlie Abe or go to the next student in the list.



f. Click the red and white X to close the student and navigate to the main Student Info screen where you can conduct a search or pick a new student from the Simple List.



## New Student Search (v.12)

### Conducting a Student Search

1. From the Student Search, enter the student search criteria in the **Student Search** text box, such as the student's last name.

A screenshot of the 'Student Search' interface. At the top, there is a blue header bar with the 'Writers02erp' logo, a 'Select Student/Staff' dropdown, and 'Student Info' text. To the right of this are 'Fermina Garcia', 'Focus High School', '2023-2024', '2nd Quarter', and 'SIS ERP' buttons. Below the header bar, there are three tabs: 'Search Screen', 'Simple List', and 'Customized List'. The 'Search Screen' tab is active. In the center, there is a search box containing the text 'abrego', which is highlighted with a red box. To the right of the search box is a 'More Search Options' button. Below the search box is a 'Student Group' dropdown menu. Underneath that are three checkboxes: 'Search All Schools', 'Include Inactive', 'Previous Years', and 'Use Most Recent Enrollment'. At the bottom right, there are two buttons: 'Use Legacy Search' and 'Search'.

The Student Search text box is not case sensitive, and full or partial entries can be in either a first last or last, first format. The comma is necessary in the last, first format. A full student name or ID number can also be entered into the student search text box.

Searching for ga will pull every student whose first or last name begins with Ga into the search results.

Search ScreenSimple ListCustomized List

Q ga

More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Use Legacy Search

Search

12.0Mdcpsdemo

Select Student/Staff

Student Info

Lizette Garcia

0601 Focus High School

SIS

2023-2024

2nd Quarter

ERP

Set...Stud...Us...Sche...GradesAsse...Atten...Disci...FormsBilli...Eligib...Florid...SSSReports

Search ScreenSimple ListCustomized List

Student: ga

1098 Students

Message


Filters: OFF

Search

Student	Student ID	Grade	School
Gail	4622021456	10	HIGH SCHOOL
Gail	4608021868	06	MIDDLE SCHOOL
Melissa	4668546561	08	MIDDLE SCHOOL
Gail	4630101357	09	HIGH
Gamaliel	4614182174	04	ELEMENTARY SCHOOL
Gabriella	4604061981	04	ELEMENTARY
Gabriella	4668539635	01	ELEMENTARY
Gal	4630021774	07	MIDDLE SCHOOL
Gamaliel	4638171913	09	HIGH SCHOOL
Gail	4644022004	04	SCHOOL
Gal	4636152105	07	MIDDLE SCHOOL




- Enter Ga, for last names that start with ga.
- Enter ,Ga for first names that start with ga.
- You can also search by Florida ID, Local ID, Student ID, and FLEID.

-  Texas users can search for students by Texas unique ID (custom\_400009369) singularly as well as in a string separated by spaces, commas, or both.

All of the Student search entries displayed below will include Collin Abel in the results. Since only one student has this full name and Student ID, using either of those two criteria will directly link to Collin Abel's student record; however, if more than one student matches the criteria of the search, all of the matches will display in the results. You can also search for students using a comma-separated list of Student IDs in the Student text box.

<div><div>Search Screen Simple List Customized List</div><div><div><input type="text" value="colin abel"/> More Search Options</div><div>Student Group <input type="text"/></div><div><input type="checkbox"/> Search All Schools</div></div></div>	<div><div>Search Screen Simple List Customized List</div><div><div><input type="text" value="Abel, Colin"/> More Search Options</div><div>Student Group <input type="text"/></div><div><input type="checkbox"/> Search All Schools</div></div></div>
<div><div>Search Screen Simple List Customized List</div><div><div><input type="text" value="co ab"/> More Search Options</div><div>Student Group <input type="text"/></div><div><input type="checkbox"/> Search All Schools</div></div></div>	<div><div>Search Screen Simple List Customized List</div><div><div><input type="text" value="4668547288, 460411"/> More Search Options</div><div>Student Group <input type="text"/></div><div><input type="checkbox"/> Search All Schools</div></div></div>

-  If your district uses the UUID, the unique identifier utilized in Focus' Third Party Systems, and the field is enabled via Users > [Profiles](#) > Student Fields, you can search for students using one or many UUIDs. Type the applicable UUID in the **Student** text box.

2. Click **More Search Options** to search for groups of students with similar information in any number of student fields and/or menu options.

Writers02erp

Select Student/Staff ▾ Student Info

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group ▾

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

a. The **More Search Options** feature displays as a pull-down where all applicable menu and menu options are displayed and can be used to conduct a search. Once a specific menu option is selected, additional search options can be entered or selected to conduct the search.

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group ▾

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Search...

Absences ▸

Daily Attendance

Period Attendance

Calendar

Contact Info ▸

Course History

Discipline ▸

Florida Fields ▸

Grade Level

Grades/GPA/Class Rank/Honor Roll ▸

Name, Student ID, Address, & Schools

Use Legacy Search Search

💡 Type the name of a field in the **Search** text box to quickly find a menu or information by which you want to filter/search. For example, you can type in "code" to yield results in Discipline, Florida Fields, and Student Fields.

The screenshot shows the 'Search Screen' interface with tabs for 'Search Screen', 'Simple List', and 'Customized List'. On the left, there are search filters: 'Student Search' (with a search icon), 'Student Group' (with a dropdown arrow), 'Search All Schools' (checkbox), 'Include Inactive' (checkbox), 'Previous Years' (checkbox), and 'Use Most Recent Enrollment' (checkbox). On the right, there is a 'More Search Options' button. A dropdown menu is open, showing a list of search filters. The first item is 'code', which is highlighted with a red border. Below it, there are several other filters, each preceded by a category name and an arrow: 'Discipline→ Discipline Code', 'Florida Fields→ Course Catalog→ Cost Reporting Code', 'Florida Fields→ Course Catalog→ Local EOC [Test - Part (Subject Code)]', 'Florida Fields→ Master/Student Schedule→ Apprenticeship Sponsor Code', 'Florida Fields→ Master/Student Schedule→ Completion Point Code 1', 'Florida Fields→ Master/Student Schedule→ Completion Point Code 1 Date', 'Florida Fields→ Master/Student Schedule→ Completion Point Code 2', 'Florida Fields→ Master/Student Schedule→ Completion Point Code 2 Date', and 'Florida Fields→ Master/Student Schedule→ Completion Point Code 3'. A 'Search' button is visible on the right side of the dropdown menu.

In the example shown, Absences > Daily Attendance has been selected allowing you to choose **Absent Codes**, set a **Timeframe Between** to dates, and **Days Absent Between** two dates.

The screenshot shows the 'Search Screen' interface with tabs for 'Search Screen', 'Simple List', and 'Customized List'. On the left, there are search filters: 'Student Search' (with a search icon), 'Student Group' (with a dropdown arrow), 'Search All Schools' (checkbox), 'Include Inactive' (checkbox), 'Previous Years' (checkbox), and 'Use Most Recent Enrollment' (checkbox). On the right, there is a 'More Search Options' button. A dropdown menu is open, showing a list of search filters. The first item is 'Daily Attendance', which is highlighted with a red border. Below it, there are several other filters, each preceded by a category name and an arrow: 'Absent Codes', 'Timeframe Between 12/01/2023 and 12/03/2023', and 'Days Absent Between'.

**b.** Click the **More Search Options** pull-down to select as many search filters as needed. In the example shown, **Test History** has also been selected.



Q Student Search [More Search Options](#)

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance  
 Absent Codes   
 Timeframe Between 12/01/2023 and 12/03/2023  
 Days Absent Between  and

**Test History** N/A  Part Any Part  Taken   
 Score Type N/A  Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year N/A   
 Test Grade Level N/A   
 Test LEP Info N/A

[Use Legacy Search](#) [Search](#)

c. To remove a filter, click the black **minus sign** (delete button).

Q Student Search [More Search Options](#)

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance  
 Absent Codes   
 Timeframe Between 12/01/2023 and 12/03/2023  
 Days Absent Between  and

**Test History** N/A  Part Any Part  Taken   
 Score Type N/A  Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year N/A   
 Test Grade Level N/A   
 Test LEP Info N/A

[Use Legacy Search](#) [Search](#)

d. Some filters will allow you to duplicate the data. Click the black **plus sign** (add on) to duplicate the filter and filter by different data.

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance  
 Absent Codes    
 Timeframe Between  and   
 Days Absent Between  and

Test History   Part   Taken   
 Score Type   Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year    
 Test Grade Level    
 Test LEP Info

Test History   Part   Taken   
 Score Type   Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year    
 Test Grade Level    
 Test LEP Info

[Use Legacy Search](#)

3. To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.

Search Screen Simple List Customized List

Student Search

Student Group

☐ Search All Sc   
☐ Include Inac   (1 / 2) ☐ Exact filter  
☐ Previous Yea    
☐ Use Most Re

Daily Attendance  
 Absent Codes    
 Timeframe Between  and   
 Days Absent Between  and

Test History   Part   Not Taken   
 Score Type   Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year    
 Test Grade Level    
 Test LEP Info

[Use Legacy Search](#)

- 💡 If you conduct a student search using a Student Group, the results will display the Student Group as a clickable link in order to open all the students in that group in a report from the [Student Groups](#) screen.

The screenshot shows the Focus Student Search interface. At the top, there's a header with the Focus logo, a 'Select Student/Staff' dropdown, and 'Student Info'. On the right, there are user and school information: Lizette Garcia, Focus High School - 0041, SIS, Admin, 2023-2024, 4th 9 Weeks, and ERP. Below the header, there are tabs for 'Search Screen', 'Simple List', and 'Customized List'. The 'Search Screen' tab is active, showing a 'Student Group' dropdown set to 'FHS Seniors' (highlighted with a red box). Below this, it says '746 Students'. There are buttons for 'Message', 'Filters: OFF', and a 'Search' input field. The main area displays a table of student results with columns for 'Photo', 'Student', and 'Grade'.

Photo	Student	Grade
	Abregan, Kenna Joy	10
	Acevedo, Diem Donna	09
	Acevedo, Emerald Vonn	12
	Acosta, Dexter D	10

4. Select the **Search All Schools** check box to include students from all schools in your search.

The screenshot shows the Focus Student Search interface with the 'Search Screen' tab active. It features a 'Student Search' input field and a 'More Search Options' button. Below these, there's a 'Student Group' dropdown set to 'Focus HS Jun...'. A red box highlights the 'Search All Schools' checkbox, which is checked. Below this, there are three unchecked checkboxes: 'Include Inactive', 'Previous Years', and 'Use Most Recent Enrollment'. At the bottom, there's a 'Daily Attendance' section with a minus sign icon, an 'Absent Codes' dropdown set to 'Unexcused', and a 'Timeframe Between' section with date inputs for '08/01/2023' and '12/03/2023'. There are also empty input fields for 'Days Absent Between'.



When you search all schools, and select a student, the student's primary school is selected from the Schools pull-down located in the header automatically.

5. Select the **Include Inactive** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).

6. Select the **Previous Years** check box to include previous year of inactive data in your search, when Include Inactive is enabled.

7. Select the **Use Most Recent Enrollment** check box to use the most recent enrollment records when conducting a search with Include Inactive enabled.

The screenshot shows the 'Search Screen' with tabs for 'Search Screen', 'Simple List', and 'Customized List'. The 'Search Screen' tab is active. Below the tabs, there is a search bar with the text 'Student Search' and a 'More Search Options' button. Below the search bar, there is a 'Student Group' dropdown menu with 'Focus HS Jun...' selected. Below the dropdown menu, there is a 'Search All Schools' checkbox which is checked. Below this, there is a red rectangular box highlighting three checkboxes: 'Include Inactive' (checked), 'Previous Years' (unchecked), and 'Use Most Recent Enrollment' (unchecked). Below the red box, there is a 'Daily Attendance' section with a minus sign icon. Inside this section, there is an 'Absent Codes' dropdown menu with 'Unexcused' selected. Below the dropdown menu, there is a 'Timeframe Between' section with two date input fields: '08/01/2023' and '12/03/2023', separated by the word 'and'. Below the date fields, there is a 'Days Absent Between' section with two empty input fields, separated by the word 'and'.

8. Click **Search**.

**Search Screen** Simple List Customized List

Q Student Search **More Search Options**

Student Group Focus HS Jun... ▼

☒ Search All Schools

☒ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

**Daily Attendance**  
 Absent Codes Unexcused ▼  
 Timeframe Between 08/01/2023 and 12/03/2023  
 Days Absent Between and

**Test History** ACT American College Testing ▼ Part Any Part ▼ Not Taken ▼  
 Score Type N/A ▼ Between and Only the Most Recent Administration ▼  
 Administration Date Between and

**Test School Year** N/A ▼  
 Test Grade Level N/A ▼  
 Test LEP Info N/A ▼

Use Legacy Search **Search**

## Saving a Student Search

1. From the Student Search, enter the student search criteria in the **Student Search** text box, such as the student's last name.

**Writers02er** Select Student/Staff ▼ Student Info Fermina Garcia Focus High School ▼ SIS  
 2023-2024 ▼ 2nd Quarter ▼ ERP

**Search Screen** Simple List Customized List

Q abrego **More Search Options**

Student Group ▼

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Use Legacy Search **Search**

2. Click **More Search Options** to search for groups of students with similar information in any number of student fields and/or menu options.

Writers02erp

Select Student/Staff ▼ Student Info

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group ▼

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

a. The **More Search Options** feature displays as a pull-down where all applicable menu and menu options are displayed and can be used to conduct a search. Once a specific menu option is selected, additional search options can be entered or selected to conduct the search.

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group ▼

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Search...

Absences ▶ Daily Attendance

Period Attendance

Calendar

Contact Info ▶

Course History

Discipline ▶

Florida Fields ▶

Grade Level

Grades/GPA/Class Rank/Honor Roll ▶

Name, Student ID, Address, & Schools

Use Legacy Search Search

💡 Type the name of a field in the **Search** text box to quickly find a menu or information by which you want to filter/search. For example, you can type in "code" to yield results in Discipline, Florida Fields, and Student Fields.


The screenshot shows the 'Search Screen' interface with tabs for 'Search Screen', 'Simple List', and 'Customized List'. On the left, there are search filters: 'Student Search' (with a search icon), 'Student Group' (with a dropdown arrow), 'Search All Schools' (checkbox), 'Include Inactive' (checkbox), 'Previous Years' (checkbox), and 'Use Most Recent Enrollment' (checkbox). On the right, there is a 'More Search Options' button. A dropdown menu is open from the 'More Search Options' button, showing a list of search filters. The first item in the dropdown is 'code', which is highlighted with a red box. Below it, there are several other search filters, each with a yellow highlight: 'Discipline → Discipline Code', 'Florida Fields → Course Catalog → Cost Reporting Code', 'Florida Fields → Course Catalog → Local EOC [Test - Part (Subject Code)]', 'Florida Fields → Master/Student Schedule → Apprenticeship Sponsor Code', 'Florida Fields → Master/Student Schedule → Completion Point Code 1', 'Florida Fields → Master/Student Schedule → Completion Point Code 1 Date', 'Florida Fields → Master/Student Schedule → Completion Point Code 2', 'Florida Fields → Master/Student Schedule → Completion Point Code 2 Date', and 'Florida Fields → Master/Student Schedule → Completion Point Code 3'. A 'Search' button is visible on the right side of the dropdown menu.

In the example shown, Absences > Daily Attendance has been selected allowing you to choose **Absent Codes**, set a **Timeframe Between** to dates, and **Days Absent Between** two dates.

The screenshot shows the 'Search Screen' interface with tabs for 'Search Screen', 'Simple List', and 'Customized List'. On the left, there are search filters: 'Student Search' (with a search icon), 'Student Group' (with a dropdown arrow), 'Search All Schools' (checkbox), 'Include Inactive' (checkbox), 'Previous Years' (checkbox), and 'Use Most Recent Enrollment' (checkbox). On the right, there is a 'More Search Options' button. A dropdown menu is open from the 'More Search Options' button, showing a list of search filters. The first item in the dropdown is 'Daily Attendance', which is highlighted with a red box. Below it, there are several other search filters, each with a yellow highlight: 'Absent Codes', 'Timeframe Between 12/01/2023 and 12/03/2023', and 'Days Absent Between'.

**b.** Click the **More Search Options** pull-down to select as many search filters as needed. In the example shown, **Test History** has also been selected.



Q Student Search [More Search Options](#) 

Student Group

☐ Search All Schools


☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

**Daily Attendance**  
 Absent Codes   
 Timeframe Between 12/01/2023 and 12/03/2023  
 Days Absent Between  and

**Test History** N/A  Part Any Part  Taken   
 Score Type N/A  Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year N/A   
 Test Grade Level N/A   
 Test LEP Info N/A

[Use Legacy Search](#) [Search](#)

c. To remove a filter, click the black **minus sign** (delete button).

Q Student Search [More Search Options](#) 

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

**Daily Attendance**  
 Absent Codes   
 Timeframe Between 12/01/2023 and 12/03/2023  
 Days Absent Between  and

**Test History** N/A  Part Any Part  Taken   
 Score Type N/A  Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year N/A   
 Test Grade Level N/A   
 Test LEP Info N/A

[Use Legacy Search](#) [Search](#)

d. Some filters will allow you to duplicate the data. Click the black **plus sign** (add on) to duplicate the filter and filter by different data.

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance  
 Absent Codes    
 Timeframe Between  and   
 Days Absent Between  and

Test History   Part   Taken   
 Score Type   Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year    
 Test Grade Level    
 Test LEP Info

Test History   Part   Taken   
 Score Type   Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year    
 Test Grade Level    
 Test LEP Info

[Use Legacy Search](#)

3. To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.

Search Screen Simple List Customized List

Student Search

Student Group

☐ Search All Schools   
☐ Include Inactive   (1 / 2) ☐ Exact filter  
☐ Previous Years ☐ Focus HS Juniors  
☐ Use Most Recent Enrollment ☐ Perfect Attendance

Daily Attendance  
 Absent Codes    
 Timeframe Between  and   
 Days Absent Between  and

Test History   Part   Not Taken   
 Score Type   Between  and  Only the Most Recent Administration   
 Administration Date Between  and   
 Test School Year    
 Test Grade Level    
 Test LEP Info

[Use Legacy Search](#)

4. Select the **Search All Schools** check box to include students from all schools in your search.

Search Screen

Simple List

Customized List

Q Student Search

More Search Options

Student Group

Focus HS Jun...

☒ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Daily Attendance

⊖

Absent Codes

Unexcused

Timeframe Between

08/01/2023

and

12/03/2023

Days Absent Between

and



When you search all schools, and select a student, the student's primary school is selected from the Schools pull-down located in the header automatically.

5. Select the **Include Inactive** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).
6. Select the **Previous Years** check box to include previous year of inactive data in your search, when Include Inactive is enabled.
7. Select the **Use Most Recent Enrollment** check box to use the most recent enrollment records when conducting a search with Include Inactive enabled.

**Search Screen** Simple List Customized List

Q Student Search More Search Options

Student Group Focus HS Jun... ▼


☒ Search All Schools

☒ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

**Daily Attendance**  
 Absent Codes Unexcused ▼  
 Timeframe Between 08/01/2023 and 12/03/2023  
 Days Absent Between and

8. Click the floppy disk **save** icon to save the search including all filters so you can easily run the search again.

**Search Screen** Simple List Customized List

Q Student Search More Search Options 

Student Group ▼

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

**Daily Attendance**  
 Absent Codes Unexcused ▼  
 Timeframe Between 08/01/2023 and 12/03/2023  
 Days Absent Between and

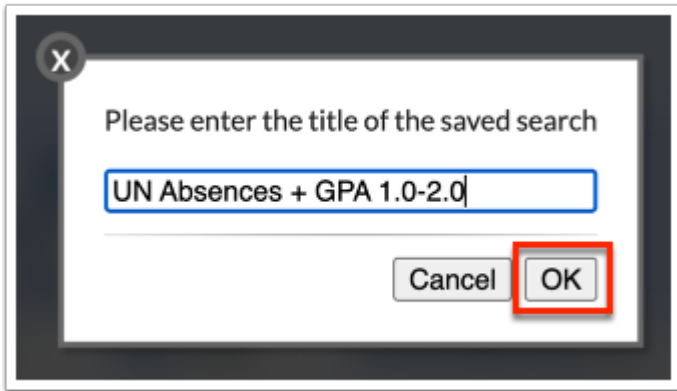
☐ Unweighted GPA Between 1.00 and 2.00 In Marking Period CH ▼

Use Legacy Search Search

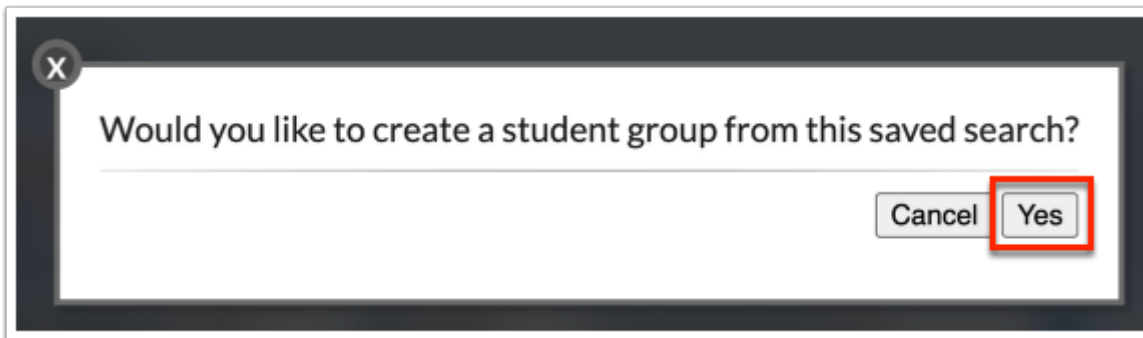


Click the save icon before clicking Search to save your search criteria. If you click Search first, you will lose your search criteria.

a. In the pop-up window, enter the name of the search, then click **OK** to save.

A pop-up window with a dark border and a close button (X) in the top left corner. The text inside says "Please enter the title of the saved search". Below this is a text input field containing "UN Absences + GPA 1.0-2.0". At the bottom right are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangle.



b. Upon saving a search, you have the ability to save the parameters in order to create a student group, which will be accessible in a Student Search and Students > [Student Groups](#). Click **Yes** in the "Would you like to create a student group from this saved search" pop-up window.

A pop-up window with a dark border and a close button (X) in the top left corner. The text inside says "Would you like to create a student group from this saved search?". At the bottom right are two buttons: "Cancel" and "Yes". The "Yes" button is highlighted with a red rectangle.

**i** Saving the student search as a student group creates a dynamic student group including the predefined search criteria and can only be performed if you have permission to Student Groups via Users > [Profiles](#) > Students.

If saved as a student group, you will see the new student group displayed in the **Student Group** pull-down.

Search Screen   Simple List   Customized List

Q Student Search   More Search Options   UN Absences + GPA 1.0-2.0    

Student Group

☐ Search All Sc

Q Filter...

Check all   Clear   (0 / 4)   ☐ Exact filter

☐ Include Inact

☐ Previous Year

☐ Use Most Re

☐ Focus HS Juniors

☐ Perfect Attendance

☐ Saved Search - 12/3/2023, 8:53:53 PM

☒ UN Absences + GPA 1.0-2.0

Daily Attendance

Absent Codes Unexcused

Timeframe Between 08/01/2023 and 12/03/2023

Days Absent Between and

Unweighted GPA Between 1.00 and 2.00 In Marking Period CH

Use Legacy Search   Search

💡 Saved searches can be applied to student groups when creating student groups via Students > [Student Groups](#). In order to apply a saved search, select the saved search from the **Assigned Saved Search** pull-down. Note: This pull-down can only be utilized if you are creating a **Dynamic** student group, which is set from the **Assignment Type** pull-down.

**c.** Once saved, the name of the saved search displays in the top right corner. Click the **trash can** icon to delete the saved search.

**d.** If you have applied changes to the search, click the floppy disk **save** icon to either save a new search or override the existing search parameters.

Search Screen   Simple List   Customized List

Q Student Search   More Search Options   **UN Absences + GPA 1.0-2.0** 🗑️ 💾

Student Group  ▼

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance  
 Absent Codes  ▼  
 Timeframe Between  and   
 Days Absent Between  and

⊖  GPA Between  and  In Marking Period  ▼

[Use Legacy Search](#)   **Search**

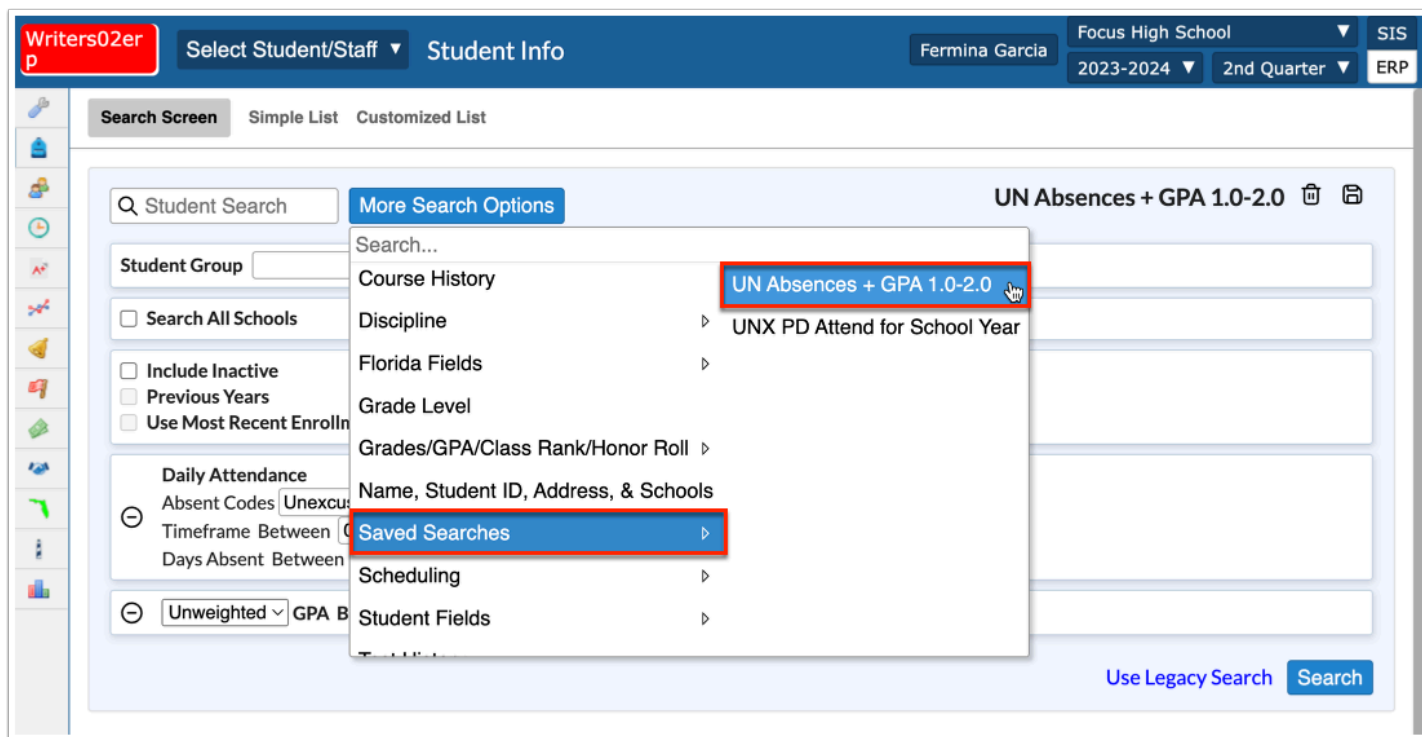
i. If saving new parameters, update the name of the search, then click **Save Copy** to save the search as a new search. Click **Save & Overwrite** to overwrite the original search parameters and overwrite the saved search.

✕

Please enter the title of the saved search

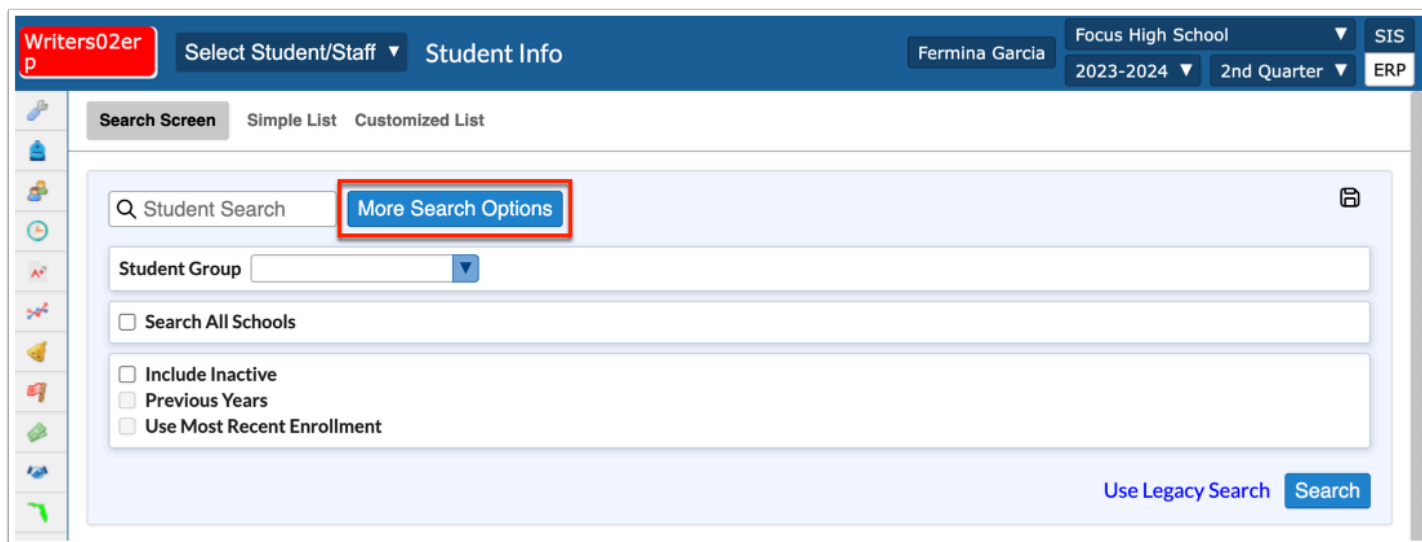
All saved searches display in the **More Search Options** pull-down in **Saved Searches**.





## Conducting a Saved Student Search

1. In the Student Search, click **More Search Options**.



2. Select **Saved Searches**, then select the applicable saved search, such as **UN Absences + GPA 1.0-2.0**.

Writers02erp Select Student/Staff Student Info Fermina Garcia Focus High School 2023-2024 2nd Quarter SIS ERP

Search Screen Simple List Customized List

Q Student Search More Search Options UN Absences + GPA 1.0-2.0

Student Group Search... UNX PD Attend for School Year

☐ Search All Schools Discipline UNX PD Attend for School Year

☐ Include Inactive Florida Fields

☐ Previous Years Grade Level

☐ Use Most Recent Enrollment Grades/GPA/Class Rank/Honor Roll

Daily Attendance Name, Student ID, Address, & Schools

☐ Absent Codes Unexcused Saved Searches

☐ Timeframe Between Scheduling

☐ Days Absent Between Student Fields

☐ Unweighted GPA B

Use Legacy Search Search

3. Adjust or add any search parameters, as needed, then click **Search**.

Search Screen Simple List Customized List

Q Student Search More Search Options UN Absences + GPA 1.0-2.0

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Daily Attendance

☐ Absent Codes Unexcused

☐ Timeframe Between 08/01/2023 and 12/03/2023

☐ Days Absent Between and

☐ Unweighted GPA Between 1.00 and 2.00 In Marking Period CH

Use Legacy Search Search

## Saving and Applying Student Groups

1. Apply the applicable search parameters and enter all Search criteria.
2. Click the floppy disk **save** icon to save the search.

Search Screen   Simple List   Customized List

Q Student Search   More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Daily Attendance  
 Absent Codes   
 Timeframe Between  and   
 Days Absent Between  and

☐ Unweighted GPA Between  and  In Marking Period

Use Legacy Search   Search

3. In the pop-up window, enter the name of the search, then click **OK**.

Please enter the title of the saved search

Cancel   **OK**

4. Upon saving the search, click **Yes** in the "Would you like to create a student group from this saved search" pop-up window to create a student group.

Would you like to create a student group from this saved search?

Cancel   **Yes**

5. In the Student Search, select the applicable saved **Student Group** from the corresponding pull-down.

Search Screen Simple List Customized List

Q Student Search More Search Options UN Absences + GPA 1.0-2.0

Student Group

Search All Schools

Filter...

Check all Clear (0 / 4) Exact filter

Include Inactive

Previous Years

Use Most Recent Enrollment

Daily Attendance

Absent Codes Unexcused

Timeframe Between 08/01/2023 and 12/03/2023

Days Absent Between and

Unweighted GPA Between 1.00 and 2.00 In Marking Period CH

Use Legacy Search Search

6. Adjust or add any search parameters, as needed, then click **Search**.

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group UN Absences + GPA...

Search All Schools

Include Inactive

Previous Years

Use Most Recent Enrollment

Use Legacy Search Search

Searches saved as dynamic student groups display in Student Groups, as well.

Writers02er p Select Student/Staff Student Groups Fermina Garcia Focus High School SIS 2023-2024 2nd Quarter ERP

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Requires Eligibility	Visible To	Assignment Type	Assigned Grade Levels	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Students
Focus HS Juniors	Fermina Li...	Fo...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tea...	Cust...				08/01/202		View/Add
Sports			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Cust...						View/Add
UN Absences + GPA 1.0-2.0	Fermina Li...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	All	UN Abse...			View/Add

💡 Saved searches can be applied to student groups when creating student groups via Students > [Student Groups](#). In order to use a saved search to create a student group, select the saved search from the **Assigned Saved Search** pull-down. Note: This pull-down can only be utilized if you are creating a **Dynamic** student group, which is set from the **Assignment Type** pull-down.

## Legacy Search vs. New Search

📘 If the [Default User Preferences](#) and/or [My Preferences](#) setting, "Use Legacy Search," is enabled, you have the option to use the legacy search or to use the new search. The Legacy Search is available by default to users on v.11; if the district is on v.11, the New Search will not display.

1. In the Student Search, to use the original search screen, click **Use Legacy Search**.

Writers02er p Select Student/Staff Student Info Fermina Garcia Focus High School 2023-2024 2nd Quarter SIS ERP

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group

☒ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Use Legacy Search Search

The screen reverts to the legacy student search.

Search Screen Simple List Customized List

Student Search

Student Student Group

☒ Search All Schools

☐ Include Inactive Students

More Search Options

Use New Search Search Reset

2. To use the new student search, click **Use New Search**.

Search Screen Simple List Customized List

Student Search

Student Student Group

☒ Search All Schools

☐ Include Inactive Students

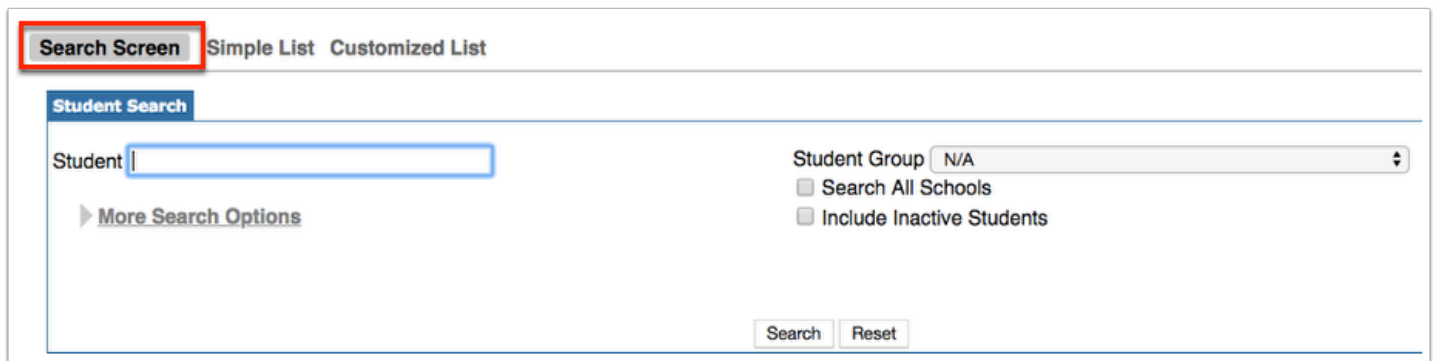
More Search Options

Use New Search Search Reset

# Legacy Search (v.11)

## Searching for Students

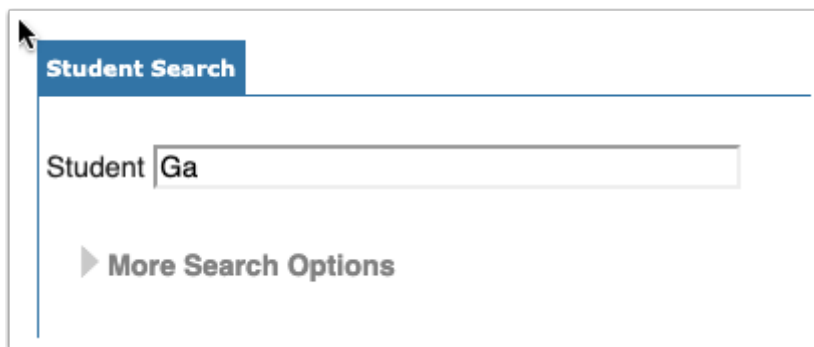
1. From the applicable Focus screen, the Search Screen tab is selected by default. If another tab is selected, click the **Search Screen** tab.



The screenshot shows the 'Search Screen' tab selected in a navigation bar at the top, with 'Simple List' and 'Customized List' tabs also visible. Below the navigation bar is a 'Student Search' section. It contains a text box labeled 'Student' with a cursor inside. To the right of the text box is a 'Student Group' dropdown menu set to 'N/A'. Below the dropdown are two checkboxes: 'Search All Schools' and 'Include Inactive Students'. At the bottom right of the section are 'Search' and 'Reset' buttons. A 'More Search Options' link is located below the 'Student' text box.

This displays the Student Search module, which includes a Student Search text box, the More Search Options feature, and options to include students from all schools and/or inactive students in the results, as well as students assigned to the selected group.

2. Enter the student search criteria in the **Student** text box, such as the student's last name.








The screenshot shows a close-up of the 'Student Search' section. The 'Student' text box now contains the text 'Ga'. The 'More Search Options' link is visible below the text box. The 'Student Group' dropdown and checkboxes are not visible in this view.

The Student Search text box is not case sensitive, and full or partial entries can be in either a "first last" or "last, first" format. The comma is necessary in the "last, first" format. A full student name or ID number can also be entered into the student search text box.

Searching for "ga" will pull every student whose first or last name begins with "Ga" into the search results.



Search Screen			Simple List	Customized List
Student: Ga				
29 Students			Filters: 0	
Photo	Student	Student ID		
	Gabrielle	00224		
	Gabrielle	00823		
	Gage	00217		
	Gabriella	00572		
	Gabriel	00608		



Enter Ga, for last names that start with ga.

Enter ,Ga for first names that start with ga.

You can also search by Florida ID, Local ID, Student ID, and FLEID.



Texas users can search for students by Texas unique ID (custom\_400009369) singularly as well as in a string separated by spaces, commas, or both.

All of the Student search entries displayed below will include "Collin Abel" in the results. Since only one student has this full name and Student ID, using either of those two criteria will directly link to Collin Abel's student record; however, if more than one student matches the criteria of the search, all of the matches will display in the Simple List. You can also search for students using a comma-separated list of Student IDs in the Student text box.

<div> <div>Student Search</div> <div>Student <input type="text" value="collin abel"/></div> <div>▶ <a href="#">More Search Options</a></div> </div>	<div> <div>Student Search</div> <div>Student <input type="text" value="Abel, Collin"/></div> <div>▶ <a href="#">More Search Options</a></div> </div>
<div> <div>Student Search</div> <div>Student <input type="text" value="co ab "/></div> <div>▶ <a href="#">More Search Options</a></div> </div>	<div> <div>Student Search</div> <div>Student <input type="text" value="00060059, 0038610 "/></div> <div>▶ <a href="#">More Search Options</a></div> </div>

**i** If your district uses the UUID, the unique identifier utilized in Focus' Third Party Systems, and the field is enabled via Users > [Profiles](#) > Student Fields, you can search for students using one or many UUIDs. Type the applicable UUID in the **Student** text box.

Student Search

Student

▶ [More Search Options](#)

**3.** Click **More Search Options** to search for groups of students with similar information in any number of student fields and/or school data.

Search Screen

Simple List

Customized List

Student Search

Student

More Search Options

Clicking More Search Options displays a list of modules that can be opened and closed by clicking the gray triangles. Set as many selections as needed to yield more specific search results. In the example shown, the Test History module is being used to search for students who have results in FSA Math -- FSAM.

Student Search

Grades/GPA/Class Rank/Honor Roll  
Course History  
Eligibility  
Discipline  
Billing  
Test History

Test

FSA MATH - FSAM

Part

Any Part

Not Taken

Score Type

N/A

Score Between

&

Score Type

Only the Most Recent Administration

Administration Date

Timeframe:

Test School Year

N/A

Test Gradelevel

N/A

Test LEP Info

N/A

**i** Search parameters can be set in various ways throughout as many modules as needed; for example, if you needed to do a search on all 11th grade students who are missing Algebra 2 from their course history, you would select the **Grade 11** check box in the General section. In the Course History section, select Alg 2 from the **Course** pull-

down, and select the **Missing from Course History** check box. Then, click **Search** for your results.

The screenshot shows two side-by-side panels. The left panel, titled 'Student Search', has a 'General' tab. It contains input fields for 'Last Name', 'First Name', 'Student ID', and 'Address'. Below these are radio button groups for 'Grade' (09, 10, 11, 12, 06, 07, 08, PK) and a 'Calendar' dropdown set to 'N/A'. The right panel, titled 'Course History', contains several dropdown menus: 'Course' (set to 'ALG 2 (1200330)'), 'Percent' (with an '&' symbol), 'or Grade Title', 'School Year', 'Grad Subject', 'Course Flag', and 'Industry Certification'. A checkbox labeled 'Missing from Course History' is checked.

4. To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.

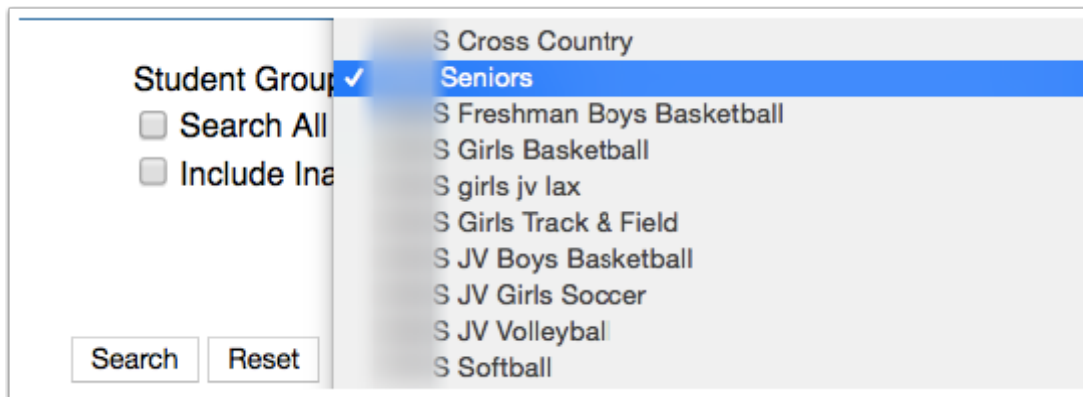
This screenshot shows a 'Student Group' pull-down menu with 'MHS Middle School Students' selected. Below the menu are two unchecked checkboxes: 'Search All Schools' and 'Include Inactive Students'. At the bottom are 'Search' and 'Reset' buttons. The 'Student Group' menu and its selected value are highlighted with a red rectangle.

**i** Student groups that are assigned to you or are visible to your profile will be available for selection from the Student Group pull-down on any Student Search screen throughout Focus. If a default search group has not been assigned to you, then a blank (null) option will display in the Student Group field. Click the pull-down to select the student group you want to use to search.

If a default student group has been assigned to you, the group will automatically display in the Student Group pull-down. If you have access to more than one student group, you can switch to a different student group or switch to a blank selection to search on other criteria.

If you have been limited to only viewing a specific group of students, the group will automatically display in the Student Group pull-down, and you will not be able to change the group or search for students outside of the group.

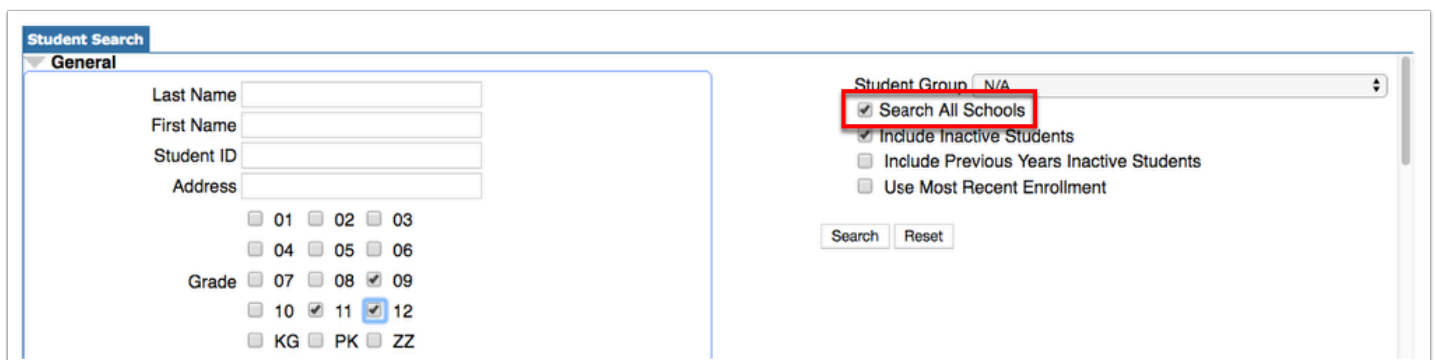
Note: If you have permission to create your own student groups via Students > [Student Groups](#), they will be listed in the pull-down.



A screenshot of a web interface showing a 'Student Group' pull-down menu. The menu is open, displaying a list of student groups. The 'Seniors' group is highlighted in blue. To the left of the menu, there are two checkboxes: 'Search All' and 'Include Inactive'. Below these checkboxes are 'Search' and 'Reset' buttons.

Student Group
✓ Seniors
S Cross Country
S Freshman Boys Basketball
S Girls Basketball
S girls jv lax
S Girls Track & Field
S JV Boys Basketball
S JV Girls Soccer
S JV Volleyball
S Softball

5. Select the **Search All Schools** check box to include students from all schools in your search.



A screenshot of the 'Student Search' form. The 'General' tab is selected. On the left, there are input fields for 'Last Name', 'First Name', 'Student ID', and 'Address'. Below these are grade selection checkboxes: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, KG, PK, ZZ. On the right, there is a 'Student Group' pull-down menu set to 'N/A'. Below it are three checkboxes: 'Search All Schools' (checked and highlighted with a red box), 'Include Inactive Students', and 'Include Previous Years Inactive Students'. At the bottom right are 'Search' and 'Reset' buttons.



When you search all schools, and select a student, the student's primary school is selected from the Schools pull-down located in the header automatically.



Searching all schools as it pertains to Protected Students: If **Search All Schools** is selected upon conducting a student search, the search results will display the protected students, but the students' school(s) will be replaced with **HIDDEN** for all users. If users have permission to **View Protected Students**, they can click the

students' name to open Student Info; however, if users do not have this permission, the students' names will not include a link. Note: Users must also have rights to the students' school(s). For more information about how to set up a Protected Student, see [Student Fields: Protected Student](#). For more information about profile permissions, see [Profiles](#).

Search Screen   **Simple List**   Customized List

8615 Students  
Go to Page 1, 2, 3, 4, 5, 6, 7, 8, 9   [Show All](#)

Displaying 1 through 1000

Filter

Search

Photo	Student	Student ID	Grade	School
	Abc...	2032	PK	School - 0291
	Acc...	1927	09	HIDDEN
	Acc...	1325	KG	School - 0341

6. Select the **Include Inactive Students** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).

Student Group   **MHS Middle School Students**

☐ Search All Schools

☒ **Include Inactive Students**

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

Search

Reset

7. If you select to Include Inactive Students, you also have the option to **Include Previous Years Inactive Students** and/or **Use Most Recent Enrollment** by selecting the corresponding check boxes.

Student Group **MHS Middle School Students** ▾

☐ Search All Schools

☒ Include Inactive Students

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

**Search** **Reset**

8. Click **Search** to conduct your search. Click **Reset** to clear all parameters and start over.

**Search Screen** Simple List Customized List

**Student Search**

Student

▶ More Search Options

Student Group **MHS Middle School Students** ▾

☐ Search All Schools

☒ Include Inactive Students

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

**Search** **Reset**

💡 Click **Search** without entering any search criteria to quickly pull all active students at the selected school.

**Search Screen** Simple List Customized List

**Student Search**

Student

▶ More Search Options

Student Group **N/A** ▾

☐ Search All Schools

☐ Include Inactive Students

**Search** **Reset**

# Search Results

When a student search results in more than one student, all of the resulting students display in the Simple List or the Customized List, depending on your setting via Users > [My Preferences](#). Both of these tabs display the same students.

- 1. Click the **Simple List** tab to display the resulting students along with the student Photo, Student name, Student ID, and Grade.

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Select Student/Staff Student Info

Fermina Garcia

HOOTING MIDDLE SCHOOL

SIS

2023-2024

2nd Quarter

ERP









Search Screen Simple List Customized List

671 Students

Message

Filters: OFF

Search

Photo	Student	Student ID	Grade
	Abrego, Bianca ELAINE	11854	06
	Acevedo, Charles	11828	08
	Adame, Kathleen ROOKS	01962	08
	Adame, Mildred AALYIAH	32227	08
	Adams, Helena ELIZABETH	21828	06
	Adams, Marlene ALEX	42594	06
	Addington, Thina CRUZ	91428	08
	Agosto, Milenka MARIE	41856	06

Print

Help

Logout

- 2. Click the **Customized List** to view the resulting students along with your customized information.



Writers02er p Select Student/Staff Student Info Fermina Garcia HOOTING MIDDLE SCHOOL SIS 2023-2024 2nd Quarter ERP

Search Screen Simple List **Customized List** Customize Student List

671 Students Message Filters: OFF Search

Photo	Student	Student ID	Grade
	Abrego, Bianca ELAINE	11854	06
	Acevedo, Charles	11828	08
	Adame, Kathleen ROOKS	01962	08
	Adame, Mildred AALYIAH	32227	08
	Adams, Helena ELIZABETH	21828	06
	Adams, Marlene ALEX	42594	06
	Addington, Thina CRUZ	91428	08
	Acosto, Milenka MARIE	41856	06

Print Help Logout

The columns displays in the Customized List are set up via Users > [My Preferences](#) > [Columns in Student Lists](#). This screen is also accessible when viewing the Customized List tab by clicking the **Customize Student List** tab.

Writers02er p Select Student/Staff My Preferences Fermina Garcia HOOTING MIDDLE SCHOOL SIS 2023-2024 2nd Quarter ERP Save

Class Section Names

Display Options Student Listing **Columns in Student Lists** Email Notifications Columns in User Lists Linked Accounts

Field	Display in Student Lists
Preferred Name	<input checked="" type="checkbox"/>
Local Student ID	<input type="checkbox"/>
Resident Status	<input type="checkbox"/>
Residence County	<input type="checkbox"/>
Immunization Status	<input type="checkbox"/>
Grade Entered District	<input type="checkbox"/>
Counselor	<input type="checkbox"/>
Afternoon Dismissal	<input type="checkbox"/>
Threat Assessment	<input type="checkbox"/>
Student Email Address	<input type="checkbox"/>
Student Password	<input type="checkbox"/>
Gender	<input type="checkbox"/>
Birthdate	<input type="checkbox"/>
Location of Birth	<input type="checkbox"/>

Print Help Logout

The search criteria used to conduct your search is displayed on student listing screens.

Writers02erp

Select Student/Staff ▾ Student Info

Search Screen Simple List Customized List

Student: ma

49 Students

Photo	Student
	<u>Adams, Marlene ALEX</u> 🚌
	<u>Blodgett, Marcello LYNOVA</u> 🇺🇸 🚌
	<u>Cannon, Maitena AVERY</u>

The number of records returned as per your search is displayed under the search criteria used.

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Select Student/Staff ▾ Student Info

Search Screen Simple List Customized List

Student: ma

49 Students

Photo	Student
	<u>Adams, Marlene ALEX</u> 🚌
	<u>Blodgett, Marcello LYNOVA</u> 🇺🇸 🚌
	<u>Cannon, Maitena AVERY</u>

3. Click **Search Screen** to conduct a new search. Note: In doing so, you will lose all search criteria entered originally.

Writers02erp

Select Student/Staff ▾

Student Info




Search Screen

Simple List

Customized List

Student: ma

49 Students

Photo	Student
 ▾	<u>Adams, Marlene ALEX</u> 🚌
 ▾	<u>Blodgett, Marcello LYNOVA</u> 🇺🇸 🚌
 ▾	<u>Cannon, Maitena AVERY</u>

4. Click the **down arrow** next to the student Photo to open the category menu, which includes quick links to the following screens/information, most of which can be accessed by [Student Info](#): [Demographics](#), [Schedule](#), [Grades](#) or [Course History](#), [Absences](#), [Add Referral](#), [Test History](#), [SSS](#), [Enrollment](#), [Requests](#), [Standard Grades](#), [Activities](#), [Referrals](#), and [Grad Reqs](#).

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Select Student/Staff ▾

Student Info







Search Screen

Simple List

Customized List

Student: ma

42 Students

Photo	Student
 ▾	<u>Ballesteros, Astoria Greengrass</u>
 ▾	<div>Camacho, Marge</div> <div> <div>Demographics</div> <div>Enrollment</div> <div>Schedule</div> <div>Requests</div> <div><u>Grades</u></div> <div>Standard Grades</div> <div>Absences</div> <div>Add Referral</div> <div>Referrals</div> <div>Test History</div> <div>Grad Reqs</div> <div>SSS</div> <div>Billing</div> </div>
 ▾	
 ▾	
 ▾	
 ▾	<u>Delong, Maitena ARTURO</u> 🇺🇸 🚌









5. Click the **Student** name to open the student's information as it pertains to the selected search, such as Student Info.

Writers02er  
p

Select Student/Staff ▼
Student Info

Search Screen Simple List Customized List

553 Students

Photo	Student
	<u>Abrego, Brian Michael</u>
	<u>Acevedo, Bethany Jamie</u>
	<u>Acevedo, Howard Joel</u>  
	<u>Acevedo, Yamen Amira</u>  

## Additional Features

Begin typing the name or number of the desired field in the **Filter** text box located at the top of each pull-down for a quick search.

Student Search

More Search Options
Hide Filters ▼

Student Group

☒ Search All Sch
☐ Include Inacti
☐ Previous Year
☐ Use Most Rec

Last Name
First Name
Nickname
Student ID
Address
Schools

☐ OWL HILL SCHOOL
☐ OWL SCHOOL
☐ FORT OWL BEACH HIGH
☐ BEACH OWL ELEMENTARY
☐ SUMMER - OWL BEACH HIGH SCHOOL
☐ SUMMER - OWL ELEMENTARY
☐ SUMMER - OWL ELEMENTARY
☐ SUMMER - OWL ELEMENTARY SCHOOL
☐ SUMMER - OWL ELEMENTARY SCHOOL
☐ SUMMER - OWL HIGH SCHOOL

a. Select the **Exact** check box to display results that have an exact match only and hide partial matches to the entered text.

The screenshot shows the 'Student Search' interface. At the top, there is a search bar with the text 'owl' and two buttons: 'More Search Options' and 'Hide Filters'. Below the search bar, there is a 'Student Group' dropdown menu. The 'Student Group' dropdown is open, showing a list of schools. The 'Exact filter' checkbox is checked, and the 'Check all' button is highlighted. The search results show 0 of 92 results.

**Student Search**

Search  More Search Options Hide Filters ▾

Student Group ☐ OWL SCHOOL

☒ Search All Schools ☐ Include Inactive ☐ Previous Year ☐ Use Most Recent

Last Name First Name Nickname Student ID Address Schools

☐ OWL HILL SCHOOL  
☐ OWLSIDE ELEMENTARY  
☐ FORT OWL BEACH HIGH  
☐ SUMMER - OWL SCHOOL  
☐ SUMMER - OWL SCHOOL  
☐ BEACH OWL ELEMENTARY  
☐ SUMMER - OWL ELEMENTARY  
☐ SUMMER - OWL ELEMENTARY  
☐ SUMMER - OWL HIGH SCHOOL

Check all Clear (0 / 92) ☒ Exact filter

owl

Click **Check all** to select all check boxes displayed. Click **Clear** to clear all selections made/check boxes selected. In the example shown, all schools displayed containing "owl" have been selected.

The screenshot shows the 'Student Search' interface. At the top, there is a search bar with the text 'owl' and two buttons: 'More Search Options' and 'Hide Filters'. Below the search bar, there is a 'Student Group' dropdown menu. The 'Student Group' dropdown is open, showing a list of schools. The 'Exact filter' checkbox is checked, and the 'Check all' button is highlighted. The search results show 21 of 92 results.

**Student Search**

Search  More Search Options Hide Filters ▾

Student Group ☐ OWL SCHOOL

☒ Search All Schools ☐ Include Inactive ☐ Previous Year ☐ Use Most Recent

Last Name First Name Nickname Student ID Address Schools

☒ OWL HILL SCHOOL  
☒ OWLSIDE ELEMENTARY  
☒ FORT OWL BEACH HIGH  
☒ SUMMER - OWL SCHOOL  
☒ SUMMER - OWL SCHOOL  
☒ BEACH OWL ELEMENTARY  
☒ SUMMER - OWL ELEMENTARY  
☒ SUMMER - OWL ELEMENTARY  
☒ SUMMER - OWL HIGH SCHOOL

Check all Clear (21 / 92) ☒ Exact filter

owl

BEACH OWL ELEMENTARY, FORT ...

On the search results screen, click the **floppy disk** icon to export the listed data to an Excel spreadsheet.

Writers02erp

Select Student/Staff ▾

Student Info

Search Screen

Simple List

Customized List







553 Students 

Photo	Student
	<a href="#">Abrego, Brian Michael</a>
	<a href="#">Acevedo, Bethany Jamie</a>
	<a href="#">Acevedo, Howard Joel</a>  

Click any of the headers to sort data. Click once for ascending results; click twice for descending results.

Writers02erp

Select Student/Staff ▾

Student Info

Fermina Garcia

Focus High School ▾

SIS

2023-2024 ▾


2nd Quarter ▾


ERP

Search Screen

Simple List

Customized List

553 Students 

Message 

Filters: OFF













Search

Photo

Student

Student ID

Grade

	<a href="#">Abrego, Brian Michael</a>	0547288	11
	<a href="#">Acevedo, Bethany Jamie</a>	0181313	10
	<a href="#">Acevedo, Howard Joel</a>  	0091256	11
	<a href="#">Acevedo, Yamen Amira</a>  	0091977	11
	<a href="#">Acosta, Walter Jesse</a>	0042270	11
	<a href="#">Adame, Clea Beatriz</a>  	0011977	11

Click **Filters** to further breakdown data.

Writers02er p Select Student/Staff Student Info Fermina Garcia Focus High School 2023-2024 2nd Quarter SIS ERP

Search Screen Simple List Customized List

307 Students Message Filters: ON Search

Contains Not  
Equals Not  
Starts with Not  
Ends with Not  
Has value Not  
Greater Not  
Greater or equal Not  
Less Not  
Less or equal Not  
Between Not

Photo	Student	Student ID	Grade
	Abrego, Brian Michael		11
	Acevedo, Bethany Jamie		10
	Acevedo, Howard Joel	091256	11
	Acevedo, Yamen Amira	091977	11
	Acosta, Walter Jesse	042270	11

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for more filtering options.

See [Filters](#) for more information.

If looking for specific information housed within the resulting students, type the information in the **Search** text box provided and press **Enter**.

Writers02er p Select Student/Staff Student Info Fermina Garcia Focus High School 2023-2024 2nd Quarter SIS ERP

Search Screen Simple List Customized List

3 Students Message Filters: OFF Search **brian**











Photo	Student	Student ID	Grade	Relevance
	Lambert, Brian O'BRIAN KEMP	0436	12	
	Abrego, Brian Michael	7288	11	
	Rodriguez, Brian DENNIS	1313	11	

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

← → ↻ 🏠 [sandbox.focusschoolsoftware.com/writers02erp/Modules.php?modname=Students/Student.php&nu...](#) 📄 ☆ 🗑️ Update ⋮

🔍 Writers' Okaloosa'... 🧑 Writers' Trunk 🧑 Writers' SR Demo... 🔄 ScreenSteps 📄 Help Doc Updates... 🧑 ERP for Focus Em... 🔗 JIRA 🐛 ZenDesk »

553 Students 📄 Message 🗨️ Filters: OFF  1/25

Photo	Student	Student ID	Grade
 ▼	<a href="#">Abrego, Brian Michael</a>	547288	11
 ▼	<a href="#">Acevedo, Bethany Jamie</a>	81313	10
 ▼	<a href="#">Acevedo, Howard Joel</a> 🧑 🗨️	091256	11
 ▼	<a href="#">Acevedo, Yamen Amira</a> 🇧🇷 🗨️	091977	11
 ▼	<a href="#">Acosta, Walter Jesse</a>	42270	11
 ▼	<a href="#">Adame, Clea Beatriz</a> 🗨️	011977	11
 ▼	<a href="#">Adams, Leonard Sheldon</a>	548053	09
 ▼	<a href="#">Adams, Sheldon Leonard</a> 🗨️	071313	11
 ▼	<a href="#">Agosto, Debra Morgan</a> 🇺🇸	61013	11
 ▼	<a href="#">Anular, Harri Granger</a>	41647	11