

## HOW TO PERFORM A STUDENT SEARCH

You will need to enter the student ID# on your home page (quick search) click search and this will take you to the student search results.

The screenshot shows the 'Quick Search' page in Chancery SMS. The left sidebar contains navigation menus for 'STUDENT' (Student Search, Quick, Basic, Detailed, Family Search), 'SCHOOL' (School Info), 'ADMIN' (District Setup, Reports, Exports), and 'PROGRAMS' (Manage Programs). The main content area has a search form with 'Last name or ID:' and 'First or preferred name:' fields, a 'Search' button, and a 'Quick Search' section with 'Saved Lists' including 'Bondy LPAC yes students' and 'Migrant Students'. On the right, there are sections for 'Alerts' (0 new alerts), 'Scheduled Events', and 'Reports'. The top navigation bar includes 'Actions', 'Help', and 'Log off'.

The screenshot shows the 'Student Search Results' page in Chancery SMS. The left sidebar is identical to the previous screenshot. The main content area shows the search results for 'john' 'SMITH'. It includes a search form, a 'Search Results' section with a dropdown menu showing 'List: "john" "SMITH"', and a table of results. The table has columns for 'Student Name', 'ID', 'Gender', 'Birthdate', 'Language', and 'Home school'. The results show one student: SMITH, JOHN G with ID 0151834, Gender M, Birthdate Mar 13, 1988, Language English, and Home school 001 - Pasadena High. The top navigation bar includes 'Actions', 'Edit', 'Help', and 'Home | Log off'.

<input type="checkbox"/>	Student Name	ID	Gender	Birthdate	Language	Home school
<input type="checkbox"/>	<a href="#">SMITH, JOHN G</a>	0151834	M	Mar 13, 1988	English	001 - Pasadena High

Then click on the students name, this will take you to the student demographics screen.