POWERSCHOOL QUICK QUERY GUIDE

GENERAL QUERY INFO:	COMMONLY USED FIELDS:	
• Not case sensitive • Searches last name by default • Searches only active students by default	DOB (MM/DD/YY) Grade_Level (9-12) Gender (M/F)	ShopCode (name/number – use contains) First_Name Last_Name
	Need a Field Name? Home | View Field List	

COMMANDS:

Comparator	Meaning
blank	**No data in field (don't use null or "")**
=	equals
<	is less than
>	is greater than
<=	is less than or equal to
>=	is greater than or equal to
#	does not equal
in	is [field] present in the search argument?
contains	is the search argument contained in the [field]?
!contain	is the search argument not contained in the [field]?
@	wildcard

Prefix	Effect on Search Line
/	Include non-active students. Normal searches are restricted to the actively enrolled student body of the school. However, especially when transferring students in from another school, you may sometimes wish to locate students who are no longer or not yet active. Use this prefix to search across ALL students (ie, active and inactive). Note that this may be placed AFTER (not before) a "+" or "&" prefix.
&	Search within results. For example, to find all students transferred in after 4/10/2013, search first for "transferred-in", then search for "&/ExitDate>4/10/2013". Note that the "&" must come BEFORE any "/" prefix.
+	Add results of new search. For example, to find all students in Carpentry and Culinary shops, you would search "shopcode contains Carpentry" and then "+shopcode contains Culinary". Note that the "+" must come BEFORE any "/" prefix.

NOTE: When searching by field name the name you type must exactly match the PowerSchool field name. Please visit the help site or click on "View Field List" on the PowerSchool home page to get a list of the field names.

GENERAL QUERIES --------------------------------
Specific Grade
grade_level=9

Multiple Grades
grade_level in 9, 12

Specific Grade and Gender
grade_level=9; gender=F

Specific Grade, Gender and Ethnicity
grade_level=9; gender=F; ethnicity=1

Missing Ethnicity
ethnicity=

Missing Shop Code
shopcode=

Any Part of a Name
first_name contains mari
Find all students with "mari" in any part of their first name

NOTE: Some items must be preceded by an asterisk as they are PowerSchool commands, not fields names:

DATE RELATED QUERIES --------------------------------
Birthdays (today)
*birthday=today
Finds all students whose birthday is today, matching only month and day.

Active Students (today)
*as_of =today
Finds all students who are active today.

Birthdays (date)
*birthday=5/1
Find all students whose birthday is May 1.

Active Students (date)
*as_of =10/01/13
Finds all students who were active on a specific day.

Birthdays (range)
*birthday>=5/1/13;*birthday<=5/31/13
Find all birthdays in May of 2013

Date of Birth (range)
DOB>=7/1/96;DOB<=6/30/97

10/2013

Simple searches

Every search command line is broken into three parts: a field name (such as first_name or grade_level or DOB); a comparator (such as =); and the search argument itself (what you are looking for).

The general format is: [field name] [comparator] [search argument]

grade_level in 9,10,11

PowerSchool displays all students whose grade level is contained in the list 9, 10, and 11. In this example, the field is "grade_level", the comparator is "in", and the search argument is "9,10,11". The search function looks at the specified field for every student and checks to see if that field matches anything in the search argument specified. When entering a search command line, separate a list of items in a search argument with commas.

The comparator "contains" is another powerful search tool. For example, you want to find all of the students in your school who have . Enter the following search command line:

mailing_street contains Cherry Lane

PowerSchool displays all students with Cherry Lane appearing in the mailing_street field. It does not matter if the mailing_street field is 194 Cherry Lane, or 24230 Cherry Lane Parkway; anything that contains Cherry Lane is considered a match.

The comparator "!contain" provides another search function. For example, you wanted to find all of the students in your school whose home phone number does not have 860 in it. Enter the following search command line:

home_phone !contain 860

PowerSchool displays all students with 860 not appearing anywhere in the home_phone field. It does not matter if the home_phone field is 8608731234, or 7658601234; anything that contains 860 is not considered a match.

The wildcard "@" provides additional search flexibility. For example, you want to find all of the students whose first names started with jen. Enter the following search command line:

first_name = jen@

PowerSchool displays all students with the first name that begins with jen.

Common fields and examples of searches are below:

Field Name	Field Description	Example
Home_phone	Student's home phone	Home_phone #860@ (home phone does not begin with 860)
Alert_guardian	Guardian alert	Alert_guardian # (returns all students where the Guardian Alert field IS NOT BLANK)
Alert_medical	Medical alert	Alert_medical contains peanut
DOB	Date of birth	DOB=10/13/1996
Entrydate	Date of enrollment for THIS SCHOOL YEAR	Entrydate > 8/28/2013 (enrolled after first day of school)

Additional query examples:

Inactive students who transferred out since the start of the 2013-14 school year:
/enroll_status = 2;exitdate > 8/28/2013

Students in a course
*enrolled_in=EX133
Students in EX133

Students in a course and section
*enrolled_in= EX133.1
Students in course EX133 section 1

Students not in a course
*not_enrolled_in=EX133
Students not enrolled in course number EX133

Students not in a course in a specific grade
*not_enrolled_in=EX133;grade_level=9
Students not enrolled in course number EX133 in grade 9

Students who have completed a course
*has_completed_course=EN110
Students who have at least one entry of course EN110 on the historical grades screen

Students who have not completed a course
*has_not_completed=EN110
Students who do not have any entries of course EN110 on the historical grades screen

How to search using inactive and * statements
"/*as_of=8/28/2013;*not_enrolled_in =EX133"
Students who were active on 8/28/13, and are not currently enrolled in EX133

When searching shop code, it is best to use the shop code number after "contains", because some schools may have more than one shop that contains a specific word or partial word.

Grade 11 students in Carpentry:
grade_level=11; shopcode contains 04 (or replace "04" – the shop code, with "carpentry" -- the shop name)

Grade 10 AND 11 students in Health Technology:
grade_level in 10,11; shopcode contains health (or replace"health" with "62"- the shop code)

To add another group of students to current selection, begin the search string with the "+"
Example:
First query string – last_name = Smith
Second query string – +last_name = Jones
Will return all students whose last name is either Smith or Jones.

To query from within a current selection, begin the search string with the "&"
First query string – last_name = Smith
Second query string - &first_name = J@
Will return all students whose last name is Smith, and whose first name begins with the letter J.