

## Search Student

To access this screen go to MODULES>STUDENT>SEARCH STUDENT.

Mississippi Student Information System

Mississippi Student Information System : Search Student - Production - Enter Mode

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Enter Execute

Mississippi Student Information System  
Search Student

District Number	School Number	MSIS ID	Last Name	First Name	MI	SSN	Birthdate	Grade	Alias Match
									<input checked="" type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
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									<input type="checkbox"/>
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									<input type="checkbox"/>
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[ Directory Information ]

District  School

Student  School MSIS Contact E-Mail

Aliases

School Address  School Phone Number  School Fax Number

This screen allows you to locate any student in MSIS by any combination of Last Name, First Name, SSN, MSIS ID, and birth date. You can use the wildcard (%) in your queries.

You can query several different ways. You should perform several different queries when searching for a student.

Some things to remember when querying for MSIS IDs:

- Names are commonly misspelled or suffixes are left off (Ex: Jr., III, etc.). Be sure to search for the student using alternate fields or using the wildcard (%) search.
- Last names may change for students, so be sure to include at least one search without it.
- Names with hyphens (-), apostrophes ('), accents (´), or other special characters are often missing these characters in MSIS. Be sure to use the wildcard search on these names.
- SSNs are not required in MSIS, so it may not exist in MSIS for the student.
- Try the last name and date of birth or the names with a wildcard (%) search.
- Don't search all fields at once (Full name, SSN, DOB). Try different combinations.
- Misspelled names and incorrect date of birth can be corrected without requesting a new ID.

If you were searching for a student named James Doe, Jr. with a date of birth of 01/01/2005, here are some sample searches:

1. Last Name: Doe% First Name: James%
2. Last Name: Doe% First Name: J%
3. Last Name: Do% Date of Birth: 01/01/2005
4. First Name: James% Date of Birth: 01/01/2005

You cannot use a district and/or school as the only query selection criteria. You must enter something in the last name, first name, birth date, or SSN field.

Exit query by pressing the F4 key.