samegoal

Search Students

We recommend all students in the district are entered in SameGoal, so that as students are newly evaluated for eligibility, they are already in the system.

Nearly all districts use student/parent demographics integrations, so that all students are entered and updated automatically. This reduces manual entry and errors, since demographics information then flows and pre-fill documents as they are created throughout the system.

- Search students
- Student information

Search students

In SameGoal, your access to students is controlled by your building permissions as well as your form permissions. You will only see students in buildings you have access to. However, you may not see all students in your building(s):

- If you have the ability to create documents in a building, you will see all students in that building because you could potentially have to create a document for any of the students.
- If you do not have the ability to create documents, you will see students who have documents that have been explicitly shared with you.
- Additionally, if your permissions set by your district admin grant you any default form access, you will see students even if their documents have not been explicitly shared with you yet.

Steps *To search for a student:*

1. Visit **Students / create new** in the left menu.
2. Enter the student's **last name**, **first name** and/or **Student ID**. By default, all non-deleted students with an "active" district enrollment status will be returned in search results.

    - Each child's **Student ID** is found in parentheses next to their name.
    - A program participation badge will appear next to each student you have an educational interest in for each program they are participating in.
3. To see the student's information, click their name in the search results. You will land by default on the student's **Documents** tab.

Inactive students: When students leave the district (transition to an inactive district enrollment status), all documents remain as-is for the student. However the student will not appear in the student results list by default. To include an inactive student in search results, check the "Include inactive" checkbox.

Deleted students: There are very few cases when a student should be deleted. However, when students are deleted, all documents remain as-is for them - though they do not appear in the student results list by default. To include a deleted student in search results, check the "Deleted" checkbox.

Filters: You can use the filters to search for students by their building, grade, program enrollment, or by the deadlines they have.

Student information

Student information is broken into the following tabs when you click into a student:

- **Documents**: All documents you have at least "Can View" access to.
- **Deadlines**: Upcoming and past due deadlines for the student automatically calculated based on completed documentation.
- **Participation**: A timeline of program participation status changes for the student (e.g. when they were reviewed for eligibility, began participating, participation changed significantly, exited, etc.) automatically calculated based on completed documentation.
- **Team**: Available with the PRO edition of SameGoal. Displays members of the student team who will be responsible for acknowledging receipt of required documentation.
- **Details**: Student/parent demographics information for this student, which pre-fills into documents as they are created. Documents can also be updated at any time with information from this tab using an "Update Student/Parent Info" button, typically found on the first tab of any document. This tab contains the most up-to-date contact information for the student from your student information system.
- **Basics**: Basic information about the student (district enrollment status, student ID number, etc). Only users with administrative privileges can see this tab.

Tip If you do not have an educational interest in the student, you will not see their **Details** or **Team** tabs and the **Deadlines** and **Programs** tabs will be blank.