Searching for a Student Record

You can search for a student record using the Search box in Slate.

Search criteria include:

- Name (Lastname, Firstname) - Slate needs at least 2 characters of the name to do the search.
- Email address
- Phone number

In this case, you can see that by searching using “te, ka” pulled up all records with a last name starting with “Te,” and a first name starting with “Ka.”

Searching by phone number pulls up a single record with the associated phone number:

Searching using an email address also pulls up a single record with the associated address: