

## **Finding Records in LEAMIS Introduction**

The Student Table contains only record per student. The fields on the Find Screen from the Student Table are: Legal Last Name, Legal First Name, Legal Middle Initial, Birthdate, SSN, Created by, Modified by, Created by Date & Modified by Date, Local Record ID and SEAMIS Record ID. All other fields on the Find Screen are from other tables: the MIS Table, Serviceline Table, Parent Table and Notes Table.

When you use fields from one of these “Other” Tables in your find request, it may find more than one record. Every one of the “Other” tables have the potential to contain MANY records that match the criteria you are entering. In addition to containing multiple records , the Other tables are sometimes connected/related to one another and eventually connected/related to the Student Table.

The result of this connection/relationship has two effects:

- 1- In the case of the 4D Report Generator, you will get the fields from the MIS table one time for each Serviceline table in the found set and you will get the fields from the Student table one time for each Serviceline table in the found set.
- 2- In the case where you are viewing the MIS Data Entry Screen, you will see the Student Data, all the Student’s MIS/IEPs and all of the Servicelines for each MIS/IEP. In addition, you will see all the Notes, Parent Records and Medicaid Records.

LEAMIS contains a Find button on the List of Students Screen and on the MIS Entry Screen. Although the screens contain essentially identical fields, the result of Find is quite different. As you read this Introduction and the Examples which follow, you should pay attention to whether the List of Students or the MIS Entry Screen Find button is being used. Here are some basics on how each screen works.

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### **Finding from the List of Students Screen:**

1. In this example, you enter 11/15/2004 in the IEP Date field. You will get the MIS Table's Most Recent MIS records with an IEP date of 11/15/2004. The Student record and Serviceline records related/connected to the found set MIS records are also found.

2. Let's say you entered 3850 in the Attendance Building Number field. LEAMIS searches for Serviceline records with an Attendance Building Number of 3850 who are also related/connected to the Most Recent MIS/IEP record. Any Serviceline records NOT related/connected to Most Recent MIS/IEP record are ignored by the Find. If a Serviceline record in the Most Recent MIS/IEP record contains an Attendance Building Number 3850, LEAMIS will retrieve only those Serviceline records with an Attendance Building Number 3850. The Student record and MIS record related/connected to the found set Serviceline records are also found.

The previous examples illustrate which records are available when you use the 4D Report Generator.

In Example 1: Let's say you selected for use the Student, MIS and Serviceline tables in the 4D Report Generator Setup dialog. The Student Record, MIS records (IEP date = 11/15/2004) and ALL of the Serviceline records related/connected to the MIS records will be available for the report.

In Example 2: Once again, let's say you selected for use the Student, MIS and Serviceline tables in the 4D Report Generator Setup dialog. The only Serviceline records available for the report will be those with an Attendance Building Number of 3850. The MIS record related/connected to the Servicelines with an Attendance Building Number of 3850 will be available for the report. The Student record will also be available.

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If you double-click on a student to enter the MIS Entry Screen, you will always see all of MIS records on the list of MIS/IEPs and all of the Servicelines regardless of the results of the find. LEAMIS does not narrow down the list of Servicelines or MIS records that you see on the MIS Entry screen. This is also true for Parents and Notes.

### **Finding from the MIS Entry Screen**

1. In this example, you enter 11/15/2004 in the IEP Date field. You will get the One or More MIS/IEP record(s) from the MIS able with an IEP date of 11/15/2004. The Student record and Serviceline records related/connected to the found set MIS records are also found.

2. If you enter 3850 in the Attendance Building Number field, LEAMIS will search the Serviceline Table for ANY Serviceline records with an Attendance Building Number of 3850 who are also related/connected to ANY MIS/IEP record. You will get ANY of the Serviceline records with an Attendance Building Number of 3850 regardless of whether the MIS/IEP is the Most Recent or not. You will also get the data from any of the MIS records related/connected to the Serviceline records. The Student data (Legal Last Name, Legal First Name, etc.) related/connected to the MIS record will also be retrieved.

After the Student records are found, ALL of the MIS/IEP records related to the student are in the list of MIS/IEPs. When you look at the list, the IEP date of 11/15/2004 may not appear at the top of the list. This may appear at first glance that LEAMIS did not find the correct students. However, 11/15/2004 is the IEP date for one of the MIS records in the list of MIS/IEPs. Another scenario where this is evident is when searching the Parent records. If you search for blank addresses, LEAMIS will find students where ANY of the Parent addresses are blank.

<b>Student Data Text Fields* Find Operators</b> (Description)	<b>An Example using a Last Name Field</b>	<b>Result From Using the Find Button on the List of Students Screen or the MIS Entry Screen</b>
<b>text</b>	Jefferson	All students whose Last Name is Jefferson.
<b>=</b> (equal to)	=	All students whose Last Name field is blank.
<b>=text</b> (equal to)	=Jefferson	All students whose Last Name is Jefferson.
<b>#</b> (not equal to)	#	All students whose Last Name field is not blank.
<b>#text</b> (not equal to)	#Jefferson	All students whose Last Name is NOT Jefferson.
<b>&lt;</b> (less than)	<Jefferson	All students whose Last Name precedes Jefferson.
<b>&gt;</b> (greater than)	>Jefferson	All students whose Last Name follow Jefferson.

<b>Student Data Text Fields* Find Operators</b> (Description)	<b>An Example using a Last Name Field</b>	<b>Result From Using the Find Button on the List of Students Screen or the MIS Entry Screen</b>
<b>&lt;=</b> (less than or equal to)	<=Jefferson	All students whose Last Name is Jefferson or their Last Name precedes Jefferson.
<b>&gt;=</b> (greater than or equal to)	>=Jefferson	All students whose Last Name is Jefferson or their Last Name follows Jefferson.
<b>text@</b> (begins with the text you enter)	Jeff@	All students whose Last Name <b>begins</b> with <b>Jeff</b> . For example, Jeffers, Jefferson and Jeffries.
<b>@text</b> (ends with the text)	@son	All students whose Last Name <b>ends</b> with <b>son</b> . For example, Adamson, Jefferson and Thompson.
<b>@text@</b> (contains)	@fer@	All students whose Last Name <b>contains</b> the characters <b>fer</b> . For example, Burferd, Jeffers, Jefferson, Jeffries, Norfer and Porfert.
*The <b>Student Data Text Fields</b> are Legal Last Name, Legal First Name, Legal Middle Initial, Birthdate, SSN, Created by, Modified by, Local Record ID and SEAMIS Record ID.		

<b>Student Data Date Fields* Find Operators</b> (Description)	<b>An Example using the Created by Field</b>	<b>Result From Using the Find Button on the List of Students Screen</b>
<b>date</b>	11/15/2004	All students whose Created by date is 11/15/2004.
<b>=</b> (equal to)	=	All students whose Created by date is 00/00/0000.
<b>=date</b> (equal to)	=11/15/2004	All students whose Created by date is 11/15/2004.
<b>#</b> (not equal to)	#	All students whose Created by date is NOT equal to 00/00/0000.
<b>#date</b> (not equal to)	#11/15/2004	All students whose Created by date is NOT equal to 11/15/2004.
<b>&lt;</b> (less than / alphabetically before)	<11/15/2004	All students whose Created by date is before 11/15/2004.
<b>&gt;</b> (greater than / alphabetically after)	>11/15/2004	All students whose Created by date is after 11/15/2004.
<b>&lt;=</b> (less than or equal)	<=11/15/2004	All students whose Created by date is on or before 11/15/2004.

<b>Student Data Date Fields* Find Operators</b> (Description)	<b>An Example using the Created by Field</b>	<b>Result From Using the Find Button on the List of Students Screen</b>
<b>&gt;=</b> (greater than or equal)	>=11/15/2004	All students whose Created by date is on or after 11/15/2004.
*The <b>Student Data Date Fields</b> are Created by Date & Modified by Date.		

<b>All Other Text Fields* Find Operators</b> (Description)	<b>An Example using the Responsible Building Name Field.</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
<b>text</b>	Central	All students whose Most Recent MI S/I EP indicates their Responsible Building Name is Central.	All students who have one or more MI S/I EPs whose Responsible Building Name is Central.
<b>=</b> (equal to)	=	All students whose Most Recent MI S/I EP indicates their Responsible Building Name is blank.	All students who have one or more MI S/I EPs whose Responsible Building Name is blank.
<b>=text</b> (equal to)	=Central	All students whose Most Recent MI S/I EP indicates their Responsible Building Name is Central.	All students who have one or more MI S/I EPs whose Responsible Building Name is Central.
<b>#</b> (not equal to)	#	All students whose Most Recent MI S/I EP indicates their Responsible Building Name is NOT blank.	All students who have one or more MI S/I EPs whose Responsible Building Name is NOT blank.

<b>All Other Text Fields* Find Operators</b> (Description)	<b>An Example using the Responsible Building Name Field.</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
<b>#text</b> (not equal to)	#Central	All students whose Most Recent MIS/IEP indicates their Responsible Building Name is NOT Central.	All students who have one or more MIS/IEPs whose Responsible Building Name is NOT Central.
<b>&lt;</b> (less than)	<Central	All students whose Most Recent MIS/IEP indicates their Responsible Building Name precedes Central.	All students who have one or more MIS/IEPs whose Responsible Building Name precedes Central.
<b>&gt;</b> (greater than)	>Central	All students whose Most Recent MIS/IEP indicates their Responsible Building Name follows Central.	All students who have one or more MIS/IEPs whose Responsible Building Name follows Central.
<b>&lt;=</b> (less than or equal to)	<=Central	All students whose Most Recent MIS/IEP indicates their Responsible Building Name is Central or their Responsible Building Name	All students who have one or more MIS/IEPs whose Responsible Building Name is Central or their Responsible Building Name

<b>All Other Text Fields* Find Operators</b> (Description)	<b>An Example using the Responsible Building Name Field.</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
		precedes Central.	precedes Central.
<b>&gt;=</b> (greater than or equal to)	<b>&gt;=Central</b>	All students whose Most Recent MI S/I EP indicates their Responsible Building Name is Central or their Responsible Building Name precedes Central.	All students who have one or more MI S/I EPs whose Responsible Building Name is Central or their Responsible Building Name follows Central.
<b>text@</b> (begins with the text you enter)	<b>Cen@</b>	All students whose Most Recent MI S/I EP indicates their Responsible Building Name <b>begins</b> with <b>Cen</b> . For example, Central, Center and Centralia.	All students who have one or more MI S/I EPs whose Responsible Building Name <b>begins</b> with <b>Cen</b> . For example, Central, Center and Centralia.
<b>@text</b> (ends with the text)	<b>@ral</b>	All students whose Most Recent MI S/I EP indicates their Responsible Building Name <b>ends</b> with <b>tral</b> . For	All students who have one or more MI S/I EPs whose Responsible Building Name <b>ends</b> with <b>tral</b> . For

<b>All Other Text Fields* Find Operators</b> (Description)	<b>An Example using the Responsible Building Name Field.</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
		example, Central, Chaparral and West Mineral.	example, Central, Chaparral and West Mineral.
<b>@text@</b> (contains)	<b>@entr@</b>	All students whose Most Recent MIS/IEP indicates their Responsible Building Name <b>contains</b> the characters <b>entr</b> . For example, Central and Elementary.	All students who have one or more MIS/IEPs whose Responsible Building Name <b>contains</b> the characters <b>entr</b> . For example, Central and Elementary.
<p>* <b>All Other Text Fields</b> refers to all Text fields except the Legal Last Name, Legal First Name, Legal Middle Initial, Birthdate, SSN, Created by, Modified by, Local Record ID and SEAMIS Record ID on the Find Screen.</p> <p>Even though they contain only numbers, the Coop, Assign Child Count, LEA, Building Number, Minutes, Days and Weeks are <b>Text</b> Fields. There are <b>Number</b> fields re the four (4) you can find on from the MIS/IEP data in LEAMIS. They are: Age at IEP, Age on Dec 1, Age on Jun 30 and the Serviceline Number. See the Number Field Find Operators Table for examples on how to find data using Number fields.</p>			

<b>All Other Date Fields Find Operators</b> (Description)	<b>An Example using the IEP Field</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
<b>date</b>	11/15/2004	All students whose Most Recent MIS/IEP has an IEP date of 11/15/2004.	All students who have one or more MIS/IEPs whose IEP date is 11/15/2004.
<b>=</b> (equal to)	=	All students whose Most Recent MIS/IEP has an IEP date of 00/00/0000	All students who have one or more MIS/IEPs whose IEP date is 00/00/0000
<b>=date</b> (equal to)	=11/15/2004	All students whose Most Recent MIS/IEP has an IEP date of 11/15/2004.	All students who have one or more MIS/IEPs whose IEP date is 11/15/2004.
<b>#</b> (not equal to)	#	All students whose Most Recent MIS/IEP has an IEP date NOT equal to 00/00/0000	All students who have one or more MIS/IEPs whose IEP date is NOT equal to 00/00/0000
<b>#date</b> (not equal to)	#11/15/2004	All students whose Most Recent MIS/IEP has an IEP date NOT equal to 11/15/2004.	All students who have one or more MIS/IEPs whose IEP date is NOT equal to 11/15/2004.

<b>All Other Date Fields Find Operators</b> (Description)	<b>An Example using the IEP Field</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
< (less than)	<11/15/2004	All students whose the Most Recent MIS/IEP has an IEP date before 11/15/2004.	All students who have one or more MIS/IEPs whose IEP date is before 11/15/2004.
> (greater than)	>11/15/2004	All students whose Most Recent MIS/IEP has an IEP date after 11/15/2004.	All students who have one or more MIS/IEPs whose IEP date is after 11/15/2004.
≤ (less than or equal)	≤11/15/2004	All students whose the Most Recent MIS/IEP has an IEP date on or before 11/15/2004.	All students who have one or more MIS/IEPs whose IEP <b>date is on or before 11/15/2004.</b>
≥ (greater than or equal)	≥11/15/2004	All students whose the Most Recent MIS/IEP has an IEP date on or after 11/15/2004.	All students who have one or more MIS/IEPs whose IEP date is on or after 11/15/2004.
*All Other Date Fields refers to the Date fields except the Created by Date & Modified by Date on the Find Screen.			

<b>Number* Field Find Operators</b> (Description)	<b>An Example using Age on Dec 1**.</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
<b>number</b>	14	All students whose Most Recent MI S/I EP indicates they are 14 on Dec 1*.	All students who have one or more MI S/I EPs where the student was 14 on Dec 1*.
<b>=</b> (equal to)	=	All students whose Most Recent MI S/I EP indicates they are 0 (Zero) on Dec 1*	All students who have one or more MI S/I EPs where the student was 0 (Zero) on Dec 1*.
<b>=number</b> (equal to)	= 14	All students whose Most Recent MI S/I EP indicates they are 14 on Dec 1*.	All students who have one or more MI S/I EPs where the student was 14 on Dec 1*.
<b>#</b> (not equal to)	#	All students whose Most Recent MI S/I EP does not indicate they are NOT 0 (Zero) on Dec 1*.	All students who do not have an MI S/I EP where the student was NOT 0 (Zero) on Dec 1*.
<b>#number</b> (not equal to)	#14	All students whose Most Recent MI S/I EP does not indicate they are 14 on Dec 1*.	All students who do not have an MI S/I EP where the student was NOT 14 on Dec 1*.

<b>Number* Field Find Operators (Description)</b>	<b>An Example using Age on Dec 1**.</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
<b>&lt;</b> (less than)	<b>&lt;14</b>	All students whose Most Recent MIS/IEP indicates they are younger than 14 on Dec 1*.	All students who have an MIS/IEP where the student is younger than 14 on Dec 1*.
<b>&gt;</b> (greater than)	<b>&gt;14</b>	All students whose Most Recent MIS/IEP indicates they are older than 14 on Dec 1*.	All students who have an MIS/IEP where the student is older than 14 on Dec 1*.
<b>&lt;=</b> (less than or equal to)	<b>&lt;=14</b>	All students whose Most Recent MIS/IEP indicates they are 14 or younger on Dec 1*.	All students who have an MIS/IEP where the student is than 14 or younger on Dec 1*.
<b>&gt;=</b> (greater than or equal to)	<b>&gt;=14</b>	All students whose Most Recent MIS/IEP indicates they are 14 or older on Dec 1*.	All students who have an MIS/IEP where the student is than 14 or older on Dec 1*.

\*The four (4) **Number** fields you can find on from the MIS/IEP data in LEAMIS are Age at IEP, Age on Dec 1, Age on Jun 30 and the Serviceline Number. Even though they contain only numbers, the Coop, Assign Child Count, LEA, Building Number, Minutes, Days and Weeks are **Text** Fields. Even though they contain only numbers, the Coop, Assign Child Count, LEA, Building Number, Minutes, Days and Weeks are **Text** Fields. See the Text Field Find

<b>Number* Field Find Operators (Description)</b>	<b>An Example using Age on Dec 1**.</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
<p>Operators Table for examples on how to find data using Text fields.                      **The year used in the Dec 1 calculations is determined by the Current Fiscal Year.</p>			

<b>Yes Check Box Field Operator (Description)</b>	<b>An Example using the BIP Field</b>	<b>Result From Using the Find Button on the List of Students Screen</b>	<b>Result From Using the Find Button on the MIS Entry Screen</b>
<b>text</b>	Y	All students whose Most Recent MI S/I EP whose BIP Yes field is checked.	All students who have one or more MI S/I EPs whose BIP Yes field is checked.
<b>= (equal to)</b>	=Y	All students whose Most Recent MI S/I EP whose BIP Yes field is checked.	All students who have one or more MI S/I EPs whose BIP Yes field is checked.
<b># (not equal to)</b>	#Y	All students whose Most Recent MI S/I EP whose BIP Yes field is NOT checked.	All students who have one or more MI S/I EPs whose BIP Yes field is NOT checked.