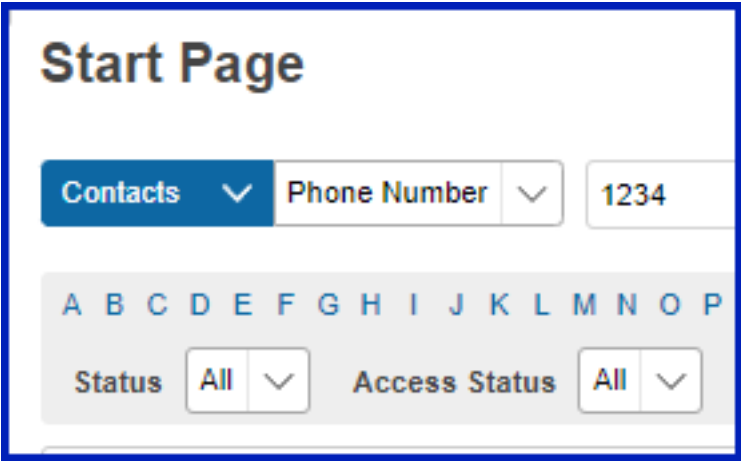
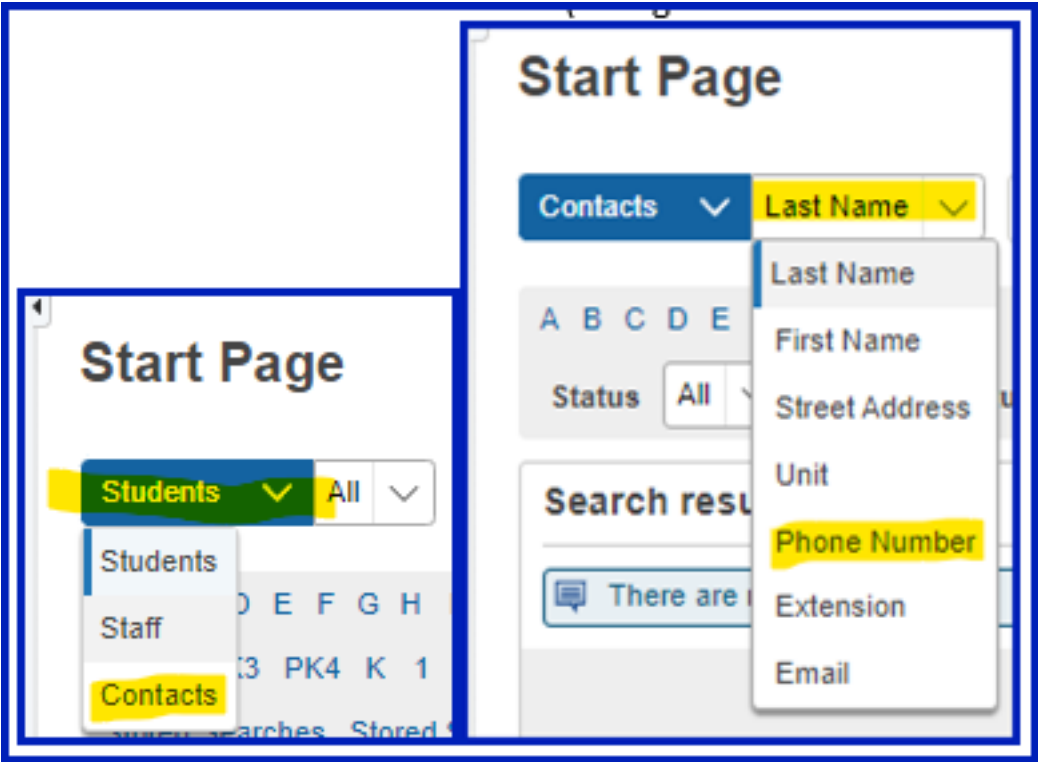


# Searching Phone Numbers

When searching for phone numbers, we highly suggest searching under Contacts. It's best to search partial parts of the number and narrow down your results from there, unless your 100% sure that is the number you are looking for.



The Contact search for Phone Numbers finds any the number across any Relationship Types across any Phone Number Types associated to any student.

ActiveAll

Relationship

Start Date

End Date

☐ Has Custody

☐ Lives With

☐ School Pickup

☐ Emergency Contact

☐ Receives Mail

Notes

Aunt

Mother

Father

Step-Parent

Foster-Parent

GAL

Legal Guardian

Social Worker

Grandmother

Grandfather

Brother

Sister

Uncle

Aunt

Cousin

Neighbor

Friend

Other

Self

No Relationship Set

Husband

Add Phone

Type

Phone Number

Extension

Daytime

Home

Mobile

Work

**Start Page**

Contacts ▾ Last Name ▾

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Status ▾ All ▾ Access Status ▾ All ▾ ☐ Filter By Current Student Selection (1)

Current Search  Phone Number: 1234

**Search results (59)**

Contact	Access Account	Street Address	Phone Number	Email Address	Associated Student(s)
[REDACTED]			1234		[REDACTED]
[REDACTED]			1234		[REDACTED]
[REDACTED]			1-234	lilomom46@gmail.com	[REDACTED]
[REDACTED]			1234		[REDACTED]
[REDACTED]			1234		[REDACTED]
[REDACTED]			1234		[REDACTED]
[REDACTED]			1-234		[REDACTED]
[REDACTED]			1234		[REDACTED]

The problem with searching for phone numbers under students is that.

- The home\_phone is only for the student, not the home phone for guardian1 or guardian2.
- The guardian1 and guardian2 could also possibly have a home phone, cell phone, guardian phone, and a day phone.
- The field searches are usually exact matches unless specifically saying contains, so searching for 978-975-1234 is not the same as 978.975.1234 or 978 975 1234 or 978 975 1234 ext.1234.

**PowerSchool SIS**

**Functions**

- Attendance
- Dashboard
- Enrollment Report
- Enrollment Summary
- Health Management
- Importing & Exporting

**Start Page**

Students ▾ All ▾

The students home\_phone field should be updated by school staff when they are asked to update the

Primary Contacts phone, but normally will not list a Cell phone as they don't have a Home Phone.

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1173>