How to Search Students State wide

Statewide Student Enquiry is available for student welfare and audit users

How to search a new student who has attended a DET school in NSW at either primary or secondary level:

- Click **Statewide Student Enquiry** option
- Complete a registration search
- Select the **View Registration** button based on the outcome of the search

To Complete a Registration Search

- Access the **State Wide Student Search** from the **Statewide Student Enquiry** Menu option
- Enter the family name, given name, gender and date of birth
- To commence the search, click the **GO** button

**Link to the appropriate registration pathway to take:**

- **Deep Search** – have a wider range of search against the students name
- **Filter Search** – have more criteria apply a narrower range of search against the student details
- **View Registration** – view selected student details

If no records match you can either refine the data (check names e.g. Bob may be Robert), and ensure the DOB is correct. Or click the **Deep Search** button to have a wider search against the student name.
If more than one record is matching, click the Filter Search button to input additional information to narrow down the records.
Click the **View Registration** button to view the student information.

**NOTE:**
If the student record does not have the **View Registration** button, it means the student is a NON-Gov student, who has not been registered into a DET schools. For example,