

STINQ – STUDENT INQUIRY

The student inquiry program, STINQ, was developed at the NOACSC and designed to make retrieval of student data from both SIS and EMIS a simpler process.

To use STINQ, simply enter STINQ at the Menu> prompt and press Enter.
(STINQ will only display information for which you have EMIS or SIS access – if you don't have access to either you will be unable to use STINQ.)

STINQ will ask you to choose a building (if you have access to more than one building) if you have not set your logicals prior to running STINQ.

There is only one prompt in STINQ. That prompt will accept either a student number or a name. If you enter a name, you must enter the last name first and must enter a comma after the last name before entering the first name. You may enter a portion of a last name. If you enter K and press return, you will get the first student with a last name beginning with K. If you enter SM and press return you will get the first student with a last name beginning with SM. If you enter SMITH, K you will get the first student with a last name of SMITH and a first name beginning with K.

If STINQ cannot find a matching student based upon what you have entered, it will normally find the student next in file. In other words, if you do not have a student with a last name of SMITH and a first name beginning with K, STINQ will bring up the next student on file. It may be a student with SMITH last name and some other first name or it may have to go through to the TAYLORS before it finds the next student in file.

The entry of names in STINQ is case sensitive as STINQ simply matches exactly against the names in your SIS files. If you use all uppercase in your SIS files then you must use all uppercase in STINQ. If you use both uppercase and lowercase in SIS, then you must follow the same conventions in STINQ.

Once you are in STINQ there are options you may choose.

F7 will display a MENU. In that menu you have options to:

1. Choose the display order (this will give you another menu with the following choices)

SIS Student Data	SIS Proficiency Test Records
SIS Student Schedule	SIS Rank
SIS Course History	LIVE EMIS Demographic/Attendance
SIS Attendance	October EMIS Demographic/Attendance
SIS Absence History	June EMIS Demographic/Attendance
2. Change the building (if you have access to more than one building)
3. Search by district (if you have access to all buildings in the district)
4. Change school years
5. Exit from the F7 menu
6. Completely exit from STINQ

F8 will exit you out of STINQ.

F9 will give you a list to export the file in different ways.

1. Copy into STINQ.TXT file
2. Email
3. Email with edit
4. Print to slaved printer (this is not yet setup)
5. Print to queued printer
6. I changed my mind

F10 will progress to the next student. If you searched by Name it will go to the next student in order by Name. If you searched by ID it will go to the next student in order by ID.