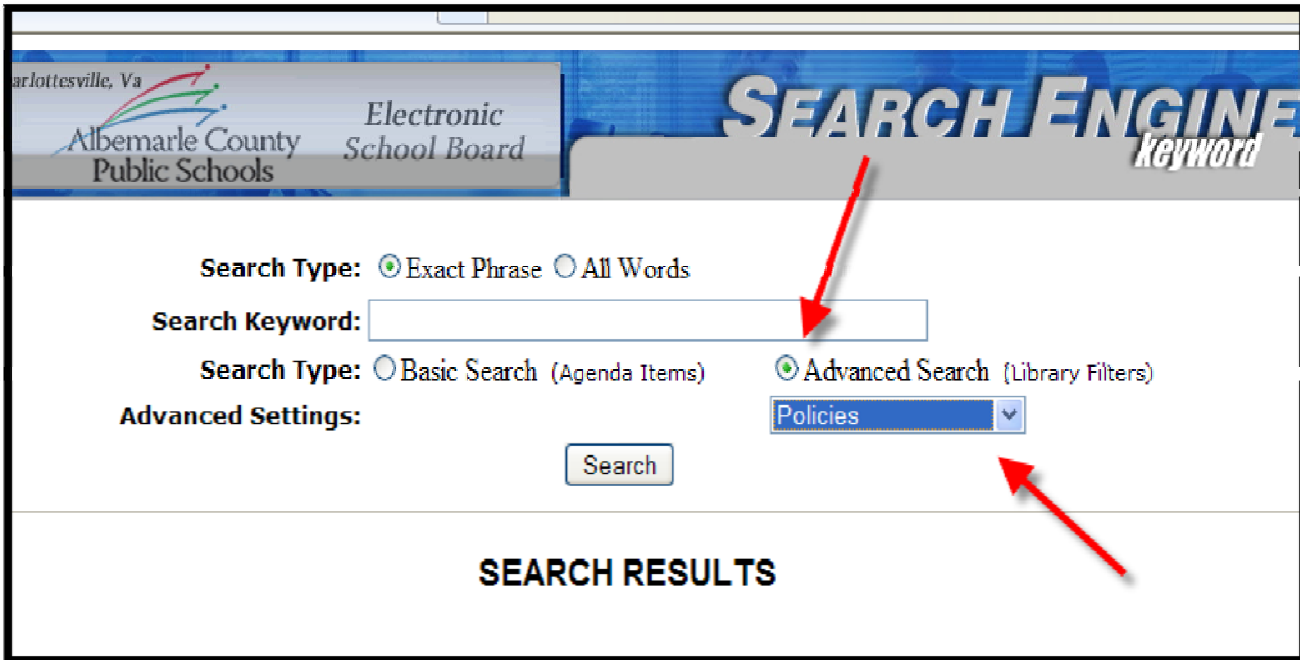


How to Search Board Policies by Keyword in *Electronic School Board*

1) From the **Search Engine** page, change the **Search Type** to **Advanced Search** and select **Policies**

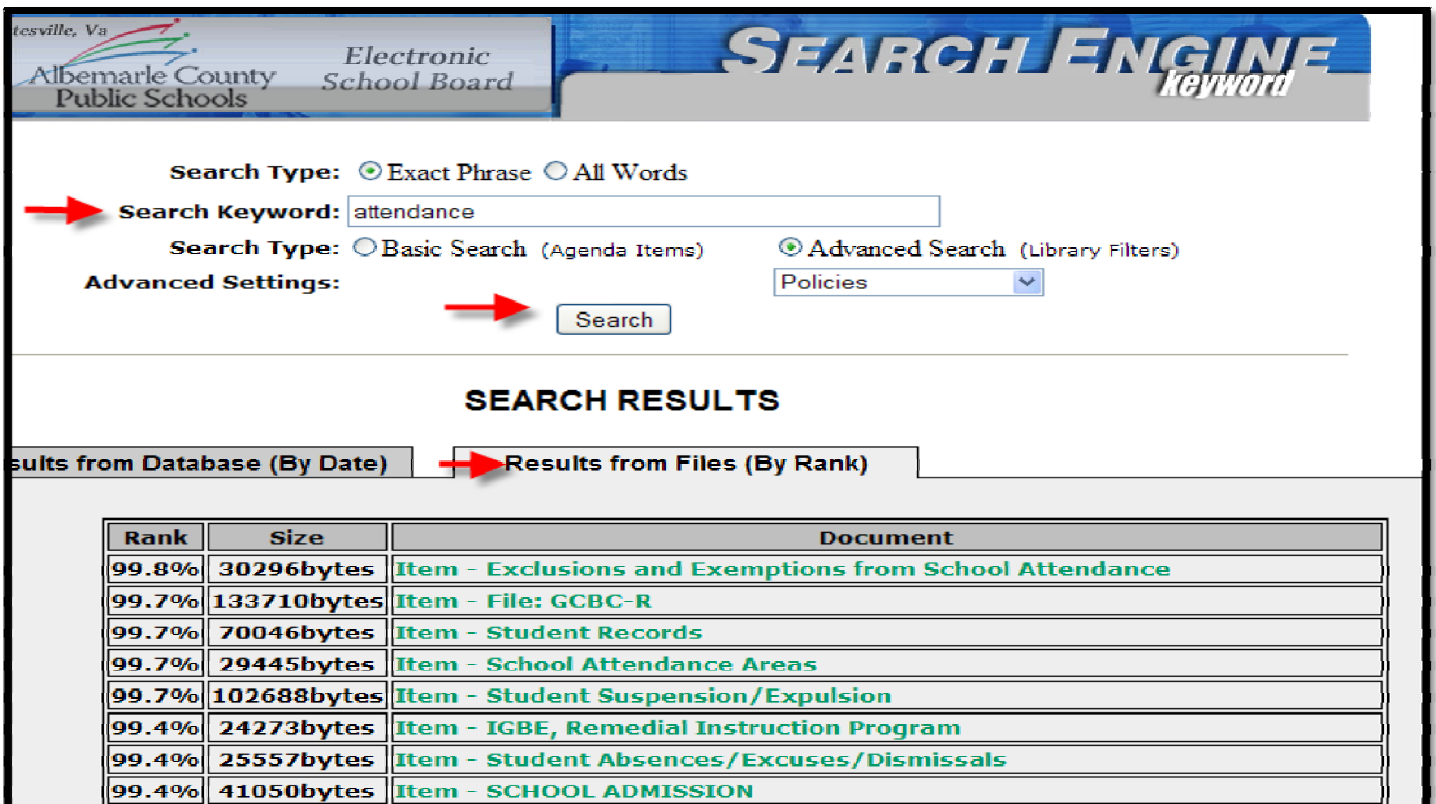


The screenshot shows the top navigation bar with the Albemarle County Public Schools logo and the text "Electronic School Board". The main heading is "SEARCH ENGINE" with "keyword" written below it. The search options are:

- Search Type: Exact Phrase All Words
- Search Keyword:
- Search Type: Basic Search (Agenda Items) Advanced Search (Library Filters)
- Advanced Settings:
- Search button

Below the search options is the heading "SEARCH RESULTS". Two red arrows point to the "Advanced Search" radio button and the "Policies" dropdown menu.

2) Type in a **Keyword** to search for a specific policy and press the **Search** button. You will get a list of policies matching your search. Click on the document name to display the policy.



The screenshot shows the search results page. The search options are:

- Search Type: Exact Phrase All Words
- Search Keyword:
- Search Type: Basic Search (Agenda Items) Advanced Search (Library Filters)
- Advanced Settings:
- Search button

Below the search options is the heading "SEARCH RESULTS". There are two tabs: "Results from Database (By Date)" and "Results from Files (By Rank)". The "Results from Files (By Rank)" tab is selected. The search results are displayed in a table:

Rank	Size	Document
99.8%	30296bytes	Item - Exclusions and Exemptions from School Attendance
99.7%	133710bytes	Item - File: GCBC-R
99.7%	70046bytes	Item - Student Records
99.7%	29445bytes	Item - School Attendance Areas
99.7%	102688bytes	Item - Student Suspension/Expulsion
99.4%	24273bytes	Item - IGBE, Remedial Instruction Program
99.4%	25557bytes	Item - Student Absences/Excuses/Dismissals
99.4%	41050bytes	Item - SCHOOL ADMISSION

Two red arrows point to the "Search" button and the "Results from Files (By Rank)" tab.