CLOSED SCHOOL SEARCH

INSTRUCTIONS

U.S. Department of Education

Federal Student Aid

This is a guide to help you look up closed schools using one or more criteria. The search file is in Microsoft Excel, so you must have that application on your computer to use the search.

4/17/2017

The following instructions are for you to follow in formulating search requests, viewing search results, and modifying search results. This search strategy can help you get used to search choices and how they are expressed in the search Excel Macro.

Following these five steps will also ensure good results if your search is multifaceted and you want to get the most relevant results:

- 1. Open the file with Microsoft Excel.
- 2. Scroll down to header for the spreadsheet.
- 3. Click on the down arrow 💌 in the column header for the category you want to search against.
- 4. After the filter window appears, enter your information in the search field.
- 5. Click the OK button. All the entries in that column containing your information will appear.

Example: You want to search for a school with a specific OPEID number.

- 1. Click on the down arrow next to the column header "OPEID".
- 2. When the filter window pops up, enter the number 00168300 in the search field, and click OK.
- 3. A single result should appear: George Williams College.

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Figure 1: Searching for a specific OPEID number

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Figure 2: Result of OPEID number search

To reset the search, click on the filter icon that is now in place of the down arrow in the column header. When the filter window appears, click on "Clear Filter".

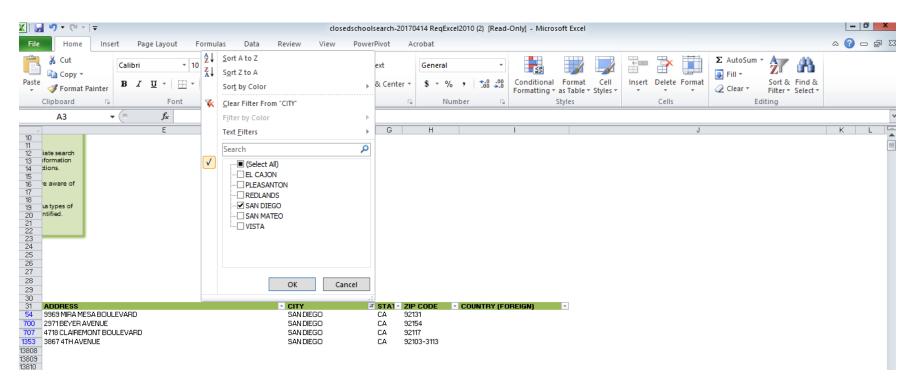
If you want to search against more than one category, just follow the above instructions for each category in succession.

Example: You want to find all Deloux Schools of Cosmetology that closed in San Diego.

- 1. Click on the down arrow next to the column header "SCHOOL NAME".
- 2. Enter "Deloux Schools of Cosmetology" in the search field, and click OK.
- 3. All the Deloux Schools of Cosmetology will appear.
- 4. Click on down arrow next to the column header "CITY".
- 5. Either enter "San Diego" in the search field and click OK, or click on the check in the box next to "(Select All)" and then click in the box next to "San Diego".

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Figure 3: Searching for a group of schools





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Figure 5: Result of combined school name and city search

To reset the search, you must clear the filter as described above for each category that you searched against. If you clear a single category, your current search will just be modified. In the example immediately above, if you remove "Deloux Schools of Cosmetology" from the name filter and click OK, you will then have all the schools that closed in San Diego.