



PowerSchool Export Instructions

1. As an administrator user, From the *Start Page*, select all high school students either by selecting “All” or grades “9 10 11 12”.

Start Page

Students Staff Parents

Advanced [View Field List](#) [\[?\]](#)

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

9 10 11 12 M F **All** [Stored Searches](#) [Stored Selections](#)


Current Student Selection (0)

[\[?\]](#)

- Once you have selected all high school students, press the “Select Function” button to open a listing of all available group functions. Select “Quick Export”.

Start Page

Students Staff Parents

 Advanced View Field List [?]

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

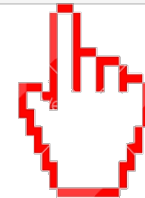
9 10 11 12 M F All Stored Searches Stored Selections

Current Student Selection (449)

| Student | Student Number | Grade Level | Date of Birth |
|------------------------------|----------------|-------------|---------------|
| Student Name | 11987 | 11 | 1/1/2000 |
| Student Name | 11654 | 12 | 2/1/1999 |
| Student Name | 12731 | 9 | 3/1/2002 |
| Student Name | 12011 | 10 | 4/1/2001 |
| Student Name | 12033 | 10 | 5/1/2001 |

<< < 1 2 3 4 5

Select By Hand Select Function [?]



Group Functions

Student Screens

Attendance

Attendance Change

Search By Grades/Attendance

Search For Perfect Attendance

Enrollment

Enrollment Summary

Mass Enroll Special Program

Re-Enroll in School

Transfer Out Of School

Export

Export Using Template

List Students

Quick Export

Functions

Fee Functions

ID/Password Assignment

LDAP Directory Synchronization

Mass Create Family Links

Student Field Value

Graduation

Graduation Plan Selection

Graduation Progress Report

Graduation Progress Report Data Capture

Graduation Progress Summary

3. To choose the appropriate data to include in your export, click “Fields” at the bottom center of the page to view all of the available fields.

Quick Export

Export the 449 selected students

Field Delimiter Tab

Record Delimiter CR

"Surround Fields" Column titles on 1st row

Export DCID

Fields

Submit

4. Fields available and field names will vary by school. The data you want to capture is listed below. Once you have identified the relevant field, click on the field name to add it to the list of export fields. Repeat this as many times as necessary to capture all of the desired fields.

| Fields | | |
|---|---|--|
| Filter: <input type="text"/> | | |
| Student Field Name | | |
| 1. Activities.altar_server | 211. Student_Web_Password | 421. U_StudentsUserFields.father_home_address |
| 2. Activities.ambassador | 212. StudentCoreFields.act_composite | 422. U_StudentsUserFields.father_home_city |
| 3. Activities.art_club | 213. StudentCoreFields.act_date | 423. U_StudentsUserFields.father_home_state |
| 4. Activities.athletic_spirit_association | 214. StudentCoreFields.act_english | 424. U_StudentsUserFields.father_home_zip |
| 5. Activities.basketball | 215. StudentCoreFields.act_math | 425. U_StudentsUserFields.father_last_name |
| 6. Activities.book_club | 216. StudentCoreFields.act_reading | 426. U_StudentsUserFields.father_matching_gift |
| 7. Activities.c_3rd_team_bb | 217. StudentCoreFields.act_science | 427. U_StudentsUserFields.father_middle_name |
| 8. Activities.c_3rd_team_fn | 218. StudentCoreFields.afdc | 428. U_StudentsUserFields.father_occupation |
| 9. Activities.cafeteria_aides | 219. StudentCoreFields.afdcappnum | 429. U_StudentsUserFields.father_prefix |
| 10. Activities.children_of_mary | 220. StudentCoreFields.allergies | 430. U_StudentsUserFields.father_work_phone |
| 11. Activities.chorus | 221. StudentCoreFields.area | 431. U_StudentsUserFields.financial_aid |
| 12. Activities.cross_country | 222. StudentCoreFields.ate_skill_cert | 432. U_StudentsUserFields.financially_responsible |
| 13. Activities.dance_troupe | 223. StudentCoreFields.autosend_attendancedetail | 433. U_StudentsUserFields.firstpref |
| 14. Activities.devon_theater_society | 224. StudentCoreFields.autosend_balancealert | 434. U_StudentsUserFields.food_allergy |
| 15. Activities.festival | 225. StudentCoreFields.autosend_gradedetail | 435. U_StudentsUserFields.foreign_language_placement |
| 16. Activities.fns | 226. StudentCoreFields.autosend_howoften | 436. U_StudentsUserFields.french_lang_club |
| 17. Activities.field_hockey | 227. StudentCoreFields.autosend_schoolannouncements | 437. U_StudentsUserFields.graduation_date |
| 18. Activities.golf | 228. StudentCoreFields.autosend_summary | 438. U_StudentsUserFields.graphic_design |
| 19. Activities.handbells | 229. StudentCoreFields.awards | 439. U_StudentsUserFields.health_issues |
| 20. Activities.indoor_track | 230. StudentCoreFields.c_504_information | 440. U_StudentsUserFields.honor_level |
| 21. Activities.lacrosse | 231. StudentCoreFields.career_goal | 441. U_StudentsUserFields.hspt_csq |
| 22. Activities.lhs | 232. StudentCoreFields.cip_code | 442. U_StudentsUserFields.hspt_language |
| 23. Activities.light_sound_crew | 233. StudentCoreFields.competencies | 443. U_StudentsUserFields.hspt_math |
| 24. Activities.madrigal_singers | 234. StudentCoreFields.crt_7thmath | 444. U_StudentsUserFields.hspt_national_percentile |
| 25. Activities.malvern_theater_company | 235. StudentCoreFields.crt_7thscience | 445. U_StudentsUserFields.hspt_quantitative |
| 26. Activities.mandarin_club | 236. StudentCoreFields.crt_8thscience | 446. U_StudentsUserFields.hspt_reading |
| 27. Activities.marian_masques | 237. StudentCoreFields.crt_applemath2 | 447. U_StudentsUserFields.hspt_verbal |
| 28. Activities.math_hs | 238. StudentCoreFields.crt_applmath1 | 448. U_StudentsUserFields.iep |
| 29. Activities.mathletes | 239. StudentCoreFields.crt_biology | 449. U_StudentsUserFields.ihm_1_full_name |

Required Fields

- Student number (ID number)
- Last_Name
- First_Name
- Graduation year (class year)
- DOB (birth date)
- Student email address

Nice-to-Have Fields

- GPA Weighted
- GPA Unweighted
- Street address (mailing_street)
- City (mailing_city)
- State (mailing_state)
- Zip code (mailing_zip)
- Phone numbers – home/cell
- Gender
- Ethnicity

- Once you've captured all appropriate fields for export, press "Submit." This will generate a download file named *student.export.text*.

Quick Export

Export the 449 selected students

```
Student_Number
First_Name
Last_Name
StudentCoreFields.graduation_year
U_StudentsUserFields.student_email
Simple_GPA
Cumulative_GPA
DOB
Gender
Ethnicity
Street
City
State
Zip
U_StudentsUserFields.phone
Home_Phone
```

Field Delimiter

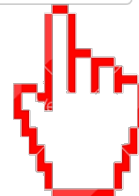
Record Delimiter

"Surround Fields" Column titles on 1st row

Export DCID

[Fields](#)

Submit



CONGRATULATIONS!

SCOIR
support@scoir.com