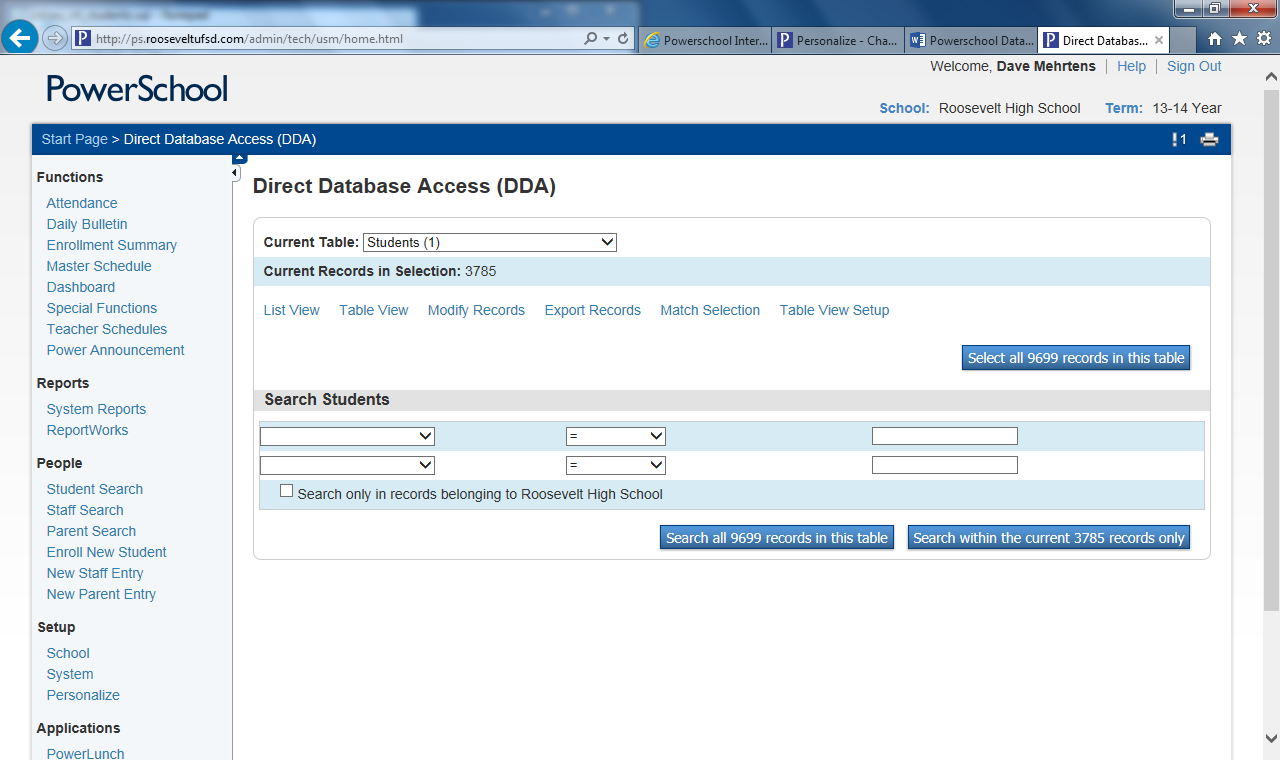
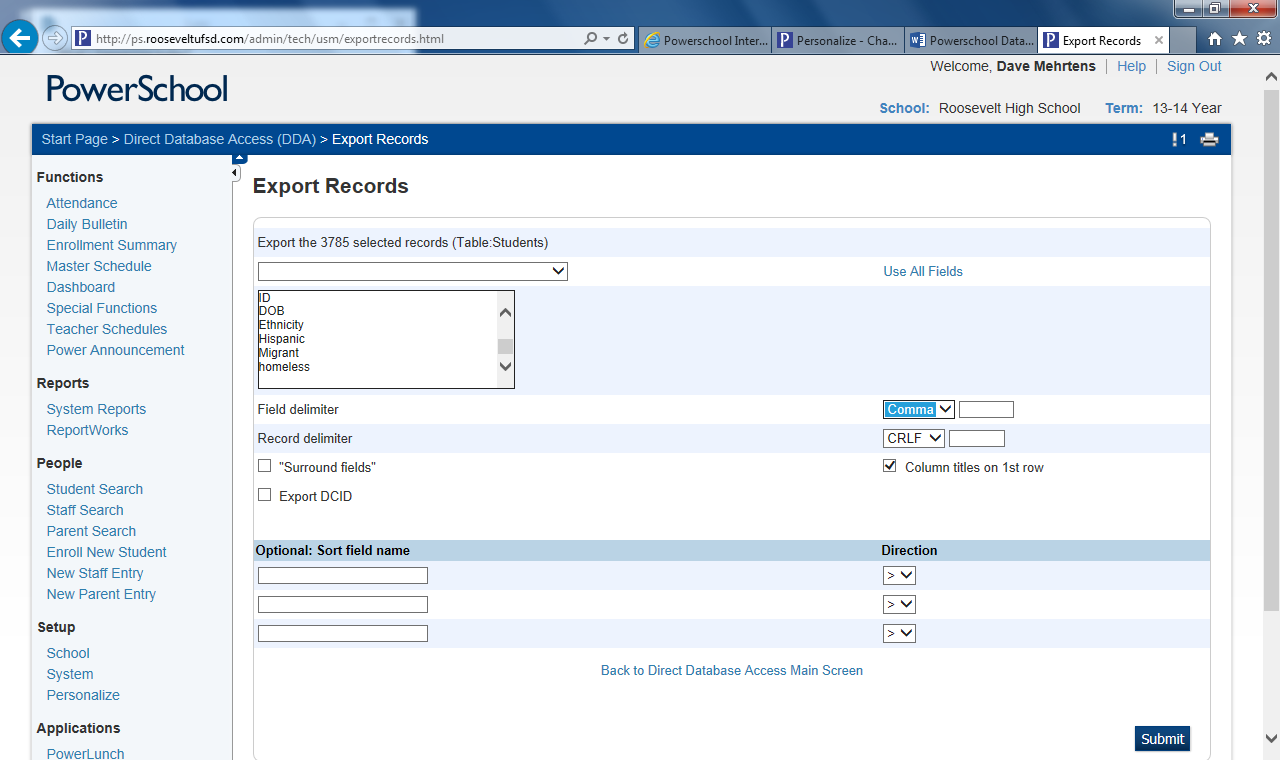
1. Login to Powerschool
2. Students
   1. Set Enroll\_Status = 0, click Search button beneath Search Students list
   2. You should see the "Current Records in selection change to a lower number.
   3. Click "Export Records" link.
   4. Grab these columns

Student\_Number  
First\_Name  
Last\_Name  
Gender  
Grade\_Level  
SchoolID  
ID  
DOB  
Ethnicity  
Hispanic  
Migrant  
homeless

* 1. Use Comma for field delimiter
  2. Set record delimiter to CRLF
  3. Use “” around fields
  4. Click Submit
  5. Name file <something>.csv





1. Staff
   1. Filter by Status = 1 and StaffStatus = 1
   2. Click Search
   3. Click Export
   4. Select these fields
      1. ID
      2. First\_Name
      3. Last\_Name
      4. TeacherLoginID
      5. NY\_StaffID
   5. Set options the same as above
2. Courses
   1. Select Courses
   2. Click Select All records
3. Sections
   1. Select Sections
   2. Filter by TermID >= 2200
   3. Click Search
   4. Click Export
   5. grab these columns
      1. ID
      2. SchoolID
      3. Course\_Number
      4. Expression
      5. Teacher
      6. Section\_Number
   6. Set options
   7. export
4. Roster
   1. Select CC
   2. Filter by termid >= 2200
   3. Click Search
   4. Click Export
   5. Grab these
      1. SectionID
      2. StudentID