

## Student Identification Report

1. On the PowerSchool Start Page, choose “All” students for your selection.
2. When the list of students appears, choose “Export Using Template” function from the drop down menu.
3. On the “Export Using Template” page, choose “Students” for the Type of Export
4. Again on the “Export Using Template” page, choose “student identification” as the template from the drop down menu. Choose “The Selected XXXX students” for “which records to export” and click Submit.
5. A File Download page appears. Click Save.
6. On the “Save As” page, change the “Save In” location to “Desktop” and the “File Name” to Student Identification. Click Save.
7. On the “Download Complete” page, click Close.
8. Minimize PowerSchool.
9. Launch Microsoft Excel.
10. Click the top left cell of the worksheet. (A1)
11. Click Data from the menu bar.
12. Click “Import External Data and then “Import data”.
13. On the “Select Data Source” page, change the “Look In” location to “Desktop” and at the bottom of the page, change “Files of Type” to “All Files”.
14. From the list of files, double click on the “Student Identification” file.
15. On the Text Import Wizard” page, click Next.
16. If not already checked, Click the box next to “TAB” for the delimiter.
17. Click Next.
18. Click Finish.
19. On the “Import Page”, click OK

You will now see your selection of students along with their demographic data. You should save this file as you would any other Excel file. From here you may format as you wish.

This will help you see the students in Power School who are identified as SE., Lang. Min., etc. and hopefully save you time when reviewing State Reports.

Field Names included are as follows:

Lname

Grade

Gender

Ethnicity

SES (free/reduced)

Lang Min.Status

ELP Level

Title 1

Special Ed

Eng, Math, and Science Accom

***FYI – the reason this is an export versus a report is so that you have the ability to sort and format as you wish.***

