Export Students on a 504 Plan   **July 2019**

1. Query the 504 students from the start page by entering the following:

Start Page

| Students | Staff | Parents |

S_OH_STU_FD_X.section_504=Y

2. Select Export Using Template
3. Complete the info

Export Using Template

Option	Value
Type of Export:	Students
Export template?	Directory Info-Public Record Request-FERPA-PS12 ▾
For Which Records?	○ Abdallah, Joseph * ◉ The selected 219 students

4. This template will generate an excel spreadsheet with the following data for the selected students

Column	Title
1	Student Last Name
2	Student First Name
3	School Building
4	Grade
5	Address
6	Phone
7	Parent/Guardian 1
8	Parent/Guardian 2
9	Parent/Guardian 1 email
10	Parent/Guardian 2 email
11	Date of Birth
12	Graduation Year
13	Home Room
14	SchedYearofGraduation