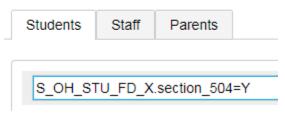
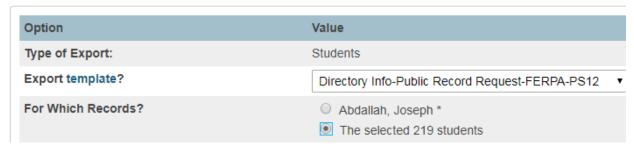
1. Query the 504 students from the start page by entering the following:

## **Start Page**



- 2. Select Export Using Template
- 3. Complete the info

## **Export Using Template**



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