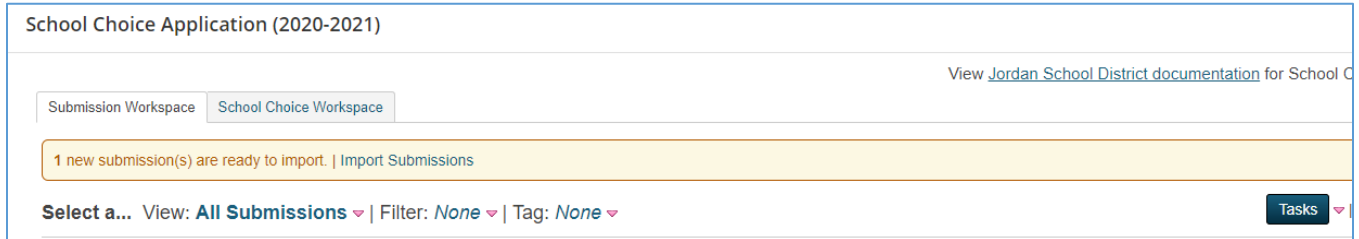


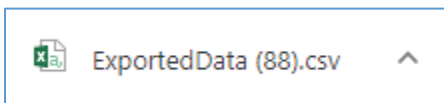
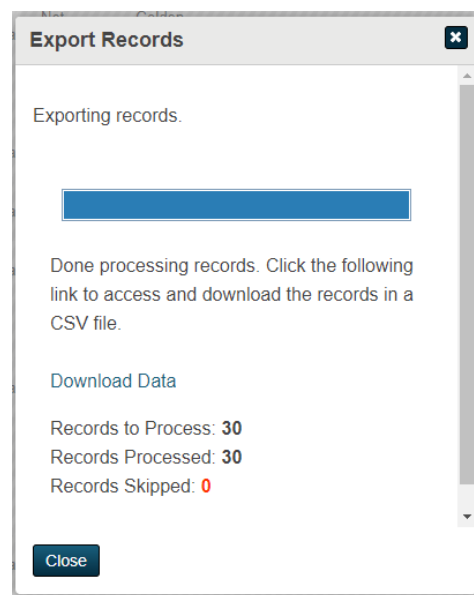
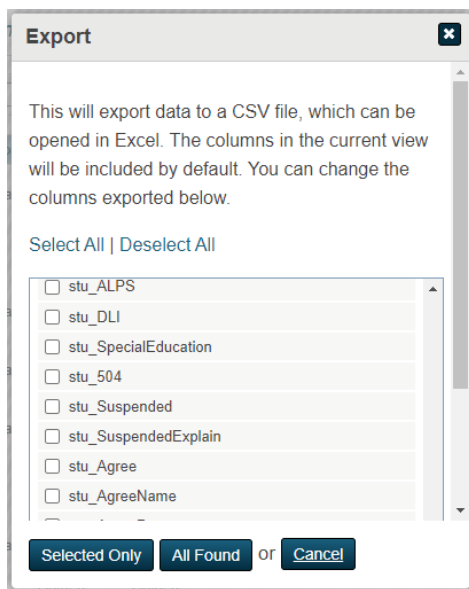
Submissions Export to Excel

To run a Submissions Export to Excel, go to the PowerSchool Submission Workspace. Set the “Select a View:” filter to the one of your choice. I prefer “All Submissions”. You can also select individual students and then run the export on just the selected students.

Go to “Tasks” and choose “Export”.



An export box will appear. Check the individual boxes of the fields that you would like to appear on the report or “Select All” (and then you can delete the columns later you find unnecessary). The ALPS, Special Ed and other fields are at the very end of the box (you’ll need to do lots of scrolling through fields you don’t recognize.) Click “Selected Only” if you chose only a few students on the submission page with a checkmark, or “All Found” if you used the filter. Once the export has completed, choose “Download Data”, and open the export.



1	First	Last	DOB	CurrGrade	ApplyGrade	BoundarySchool	CurrSchool	Choice 1	Choice 2	Choice 3	StudentID	ApprovalDate	ApprovalTime	Zip	stu_RequestReason	stu_Sibling	stu_SiblingEnrolled	p1_Worksite	stu_Accommodations	stu_ALPS	stu_DLI	stu_SpecialEducation	stu_504
2	E	xxxxxxx	xxxxxxxxxxxx	Pre K	K	Welby Elementar	Not Attending	Sc Golden Fields Elementary				0	12/6/2019	1:47:30 PM	84009	attend Mountain Creek	Y		3	N			