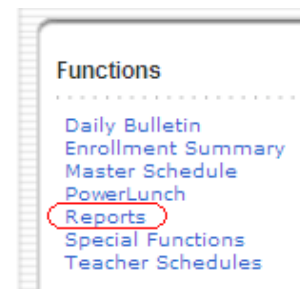


Online Tutorial: Exporting Special Education Students

Follow these steps to select all Special Education students as the *Current Selection* in PowerSchool.

Step 1: In PowerSchool, select *Reports* from the left navigation bar under the *Functions* header.

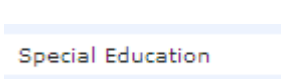


Reports



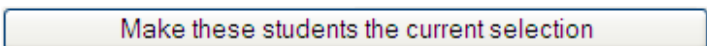
Step 2: Select the *State* tab in the *Reports* screen.

Step 3: Under the *Utilities and Search Functions* header in the *State* tab, select *CALPADS Student Program Enrollments*. (Towards the bottom of the page)

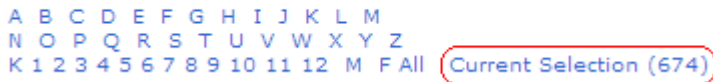


Step 4: In the next page, click on the *Display* link next to *Special Education*.

Step 5: At the bottom of the next page, select *Make these students the current selection*.

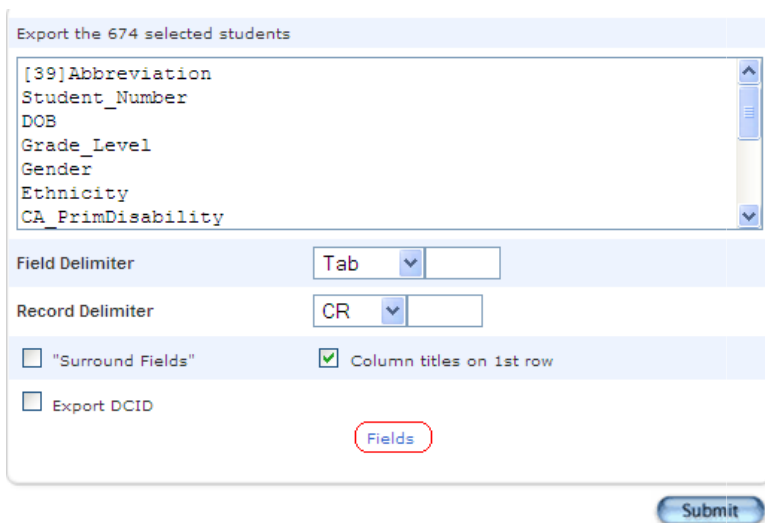
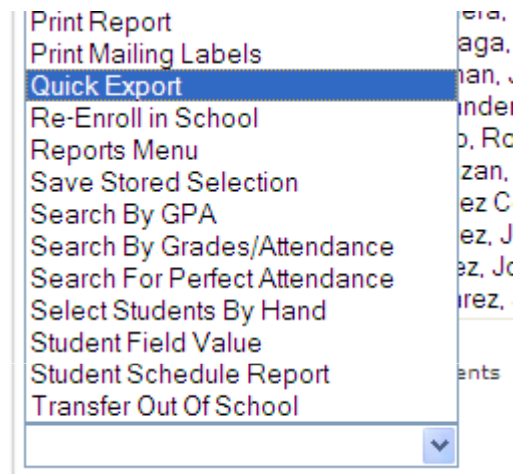


Browse Students



Step 6: Go Back to PowerSchool homepage (click on the PowerSchool logo in the top left corner) and select *Current Selection (##)* under the *Browse Students* header.

Step 7: On the following page, from the drop-down under *Select a function for this group of students*, choose *Quick Export*.



Step 8: In the *Quick Export* page, enter the fields you want the report to populate (i.e. *Student_Number*, *DOB*, *Grade_Level*, etc..) Choose the *Fields* link to see more options.

Step 9: Click submit to start the export.