

How to: Generate a List of Students Needing Updated Lunch App

At the beginning of the year, you'll need to identify which students need to turn in an updated lunch application. Luckily, there's a quick way to do so in PowerSchool.

Step 1: From the start page, click "All" under the "Browse Students" heading.

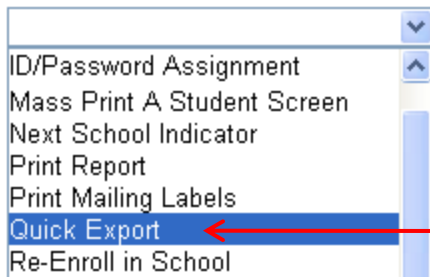
Search Students



[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

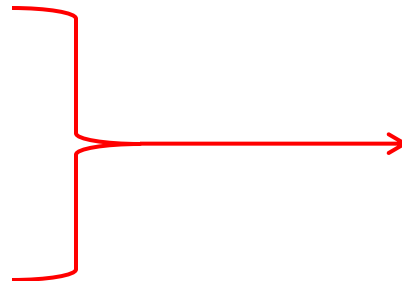
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M **All**



Step 2: In the drop-down menu at the bottom of the screen, select "Quick Export."

Step 3: In the box in the middle of the screen, enter the following text:

```
student_number
lastfirst
grade_level
lunchstatus
lunchapplicno
```



Export the 501 selected students

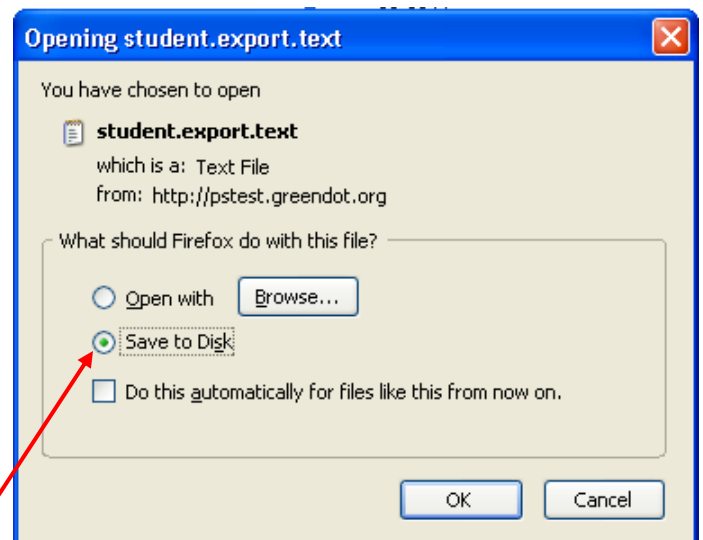
```
student_number
lastfirst
grade_level
lunchstatus|
lunchapplicno
```

Step 4: Click the "Submit" button.



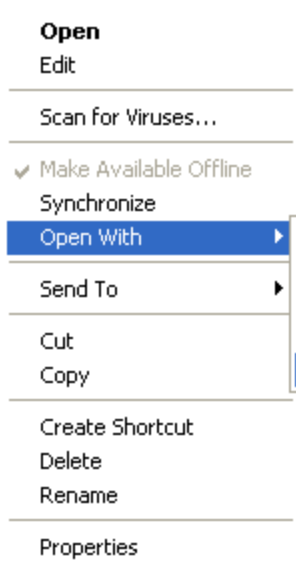
Step 5: After you click “Submit,” you’ll receive a prompt about the file you’re exporting.

Note: *If your computer already opens PowerSchool export files with Excel, you can skip to Step 7. Otherwise, follow Step 6 to set your computer preference to open text files in Excel.*



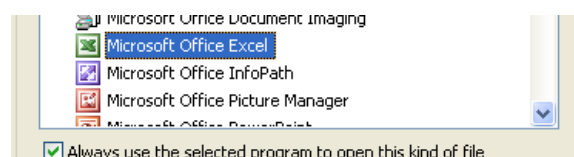
Step 6a: Choose “Save to Disk” and save the file to your desktop.

Step 6b: Find the file on your desktop, and right-click on it.



Step 6c: Click on “Open With” and then “Choose Program.”

Step 6d: Check the “Always use the selected program to open this kind of file” box. Then, click on Microsoft Excel, and click OK.



Step 7: In the Excel spreadsheet, bold your column titles in Row 1.

Step 8: In Row 1, Column F, type in the following title:

“App Processing Status”

Step 9: Copy and paste the following formula into cell F2:

=IF(ISBLANK(E2),"No lunch app on file",IF(OR(E2="vernonresponse",E2="fdcfy11",E2<32857),"Needs updated app (status expired Sep 23)","App is up to date, no action needed"))

Step 10: Copy and paste the same formula down to the bottom of the data set.

Step 11: Highlight the full data set and sort the data as follows:

Column	Sort On	Order
Sort by	App processing status ▼	Values ▼
		Z to A ▼
Then by	Grade Level ▼	Values ▼
		Smallest to Largest ▼
Then by	Lastfirst ▼	Values ▼
		A to Z ▼

Note: If using an older version of Excel, you may need to choose “Descending” instead of “Largest to Smallest” and “Ascending” instead of “Smallest to Largest” or “A to Z.”

Step 12: Your data should now be sorted as follows:

- Students who have never turned in an application
- Students whose status expired on 9/23/11
- Students whose application is up to date

Step 13: Save your spreadsheet. You’re done!

Optional: if you would like to learn about exporting other useful data fields in addition to the ones listed in Step 3, continue to the next page

Bonus Step: When setting up your export in Step 3, you can add other data fields. Here are some examples:

If you want to call home to follow-up with families, you could export the following field:

`mother_home_phone`

If you want to export the teacher name and room # for a particular period (let's say period 7), copy and paste the following in your Quick Export:

`^(*period_info;7;teacher_name)`

`^(*period_info;7;room)`

Note: If you want a period besides 7th period, delete the “7” and replace it with the name of period that you want. Check your school’s bell schedule in PowerSchool to determine the exact PowerSchool name for the period you want.

If you add data fields to your export, you will need to make the following adjustment to Step 9:

Insert a new column in between the “Lunchapplicno” column and the additional data columns – in other words, you need to have a blank column in Column F so you can use the formula in Step 9