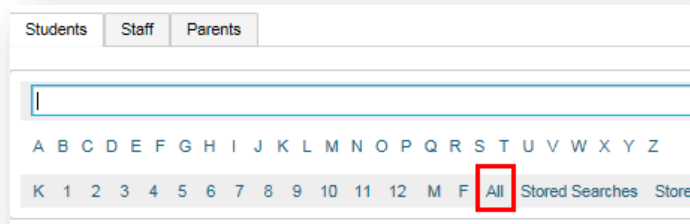


Exporting Information for School Photos

Photo companies such as Life Touch, Dewey, Dubba and Harvey require information to produce the photos and format the CD required for uploading into PowerSchool.

1. Select All



2. Special Functions



3. Importing and Exporting



4. Quick Export



5. Copy the following into the window:

LastFirst

Grade_Level

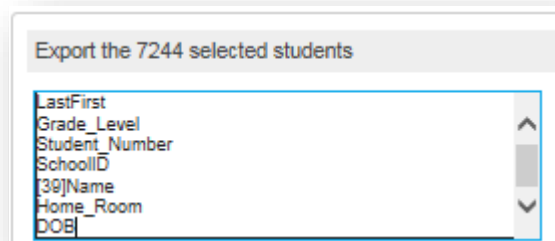
Student_Number

SchoolID

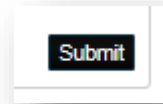
[39]Name

Home_Room

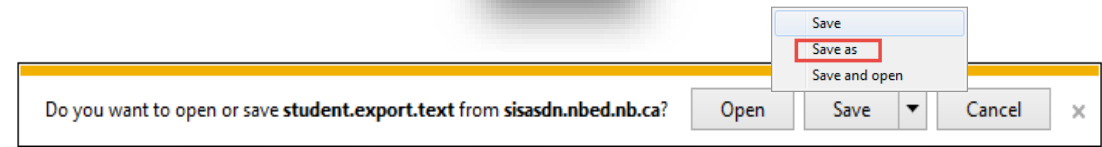
DOB



6. Click Submit

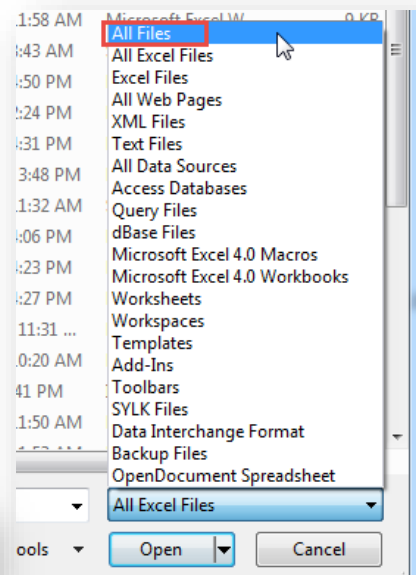


7. Save AS

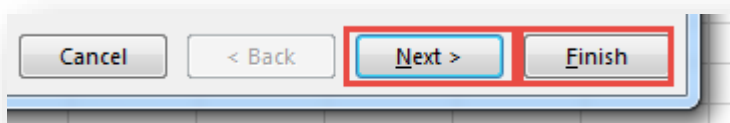


8. Save the Document to the Desktop with a name that describes the contents: ASDN Photo information for Schools.

9. Open Excel and open file. The file has been saved as a Text file so you will need to change to All Files to find it on the Desktop.



10. Click Next twice and then Finish



11. Email the list to your respective photography company.

Please remember not to send any student information to a photography company if the parents have not signed the media consent form. Any child that does not have consent will have to have their name removed from the Excel file before you send it.