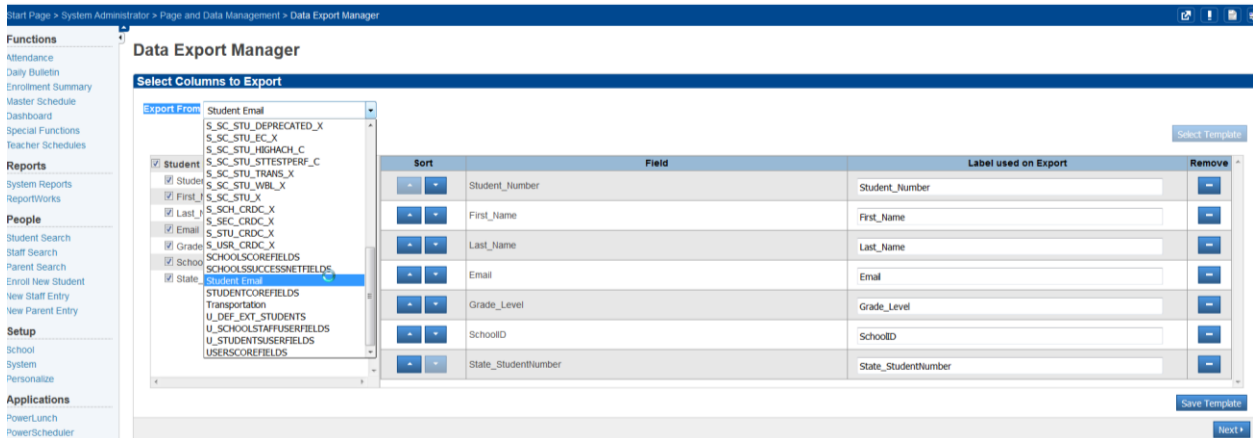
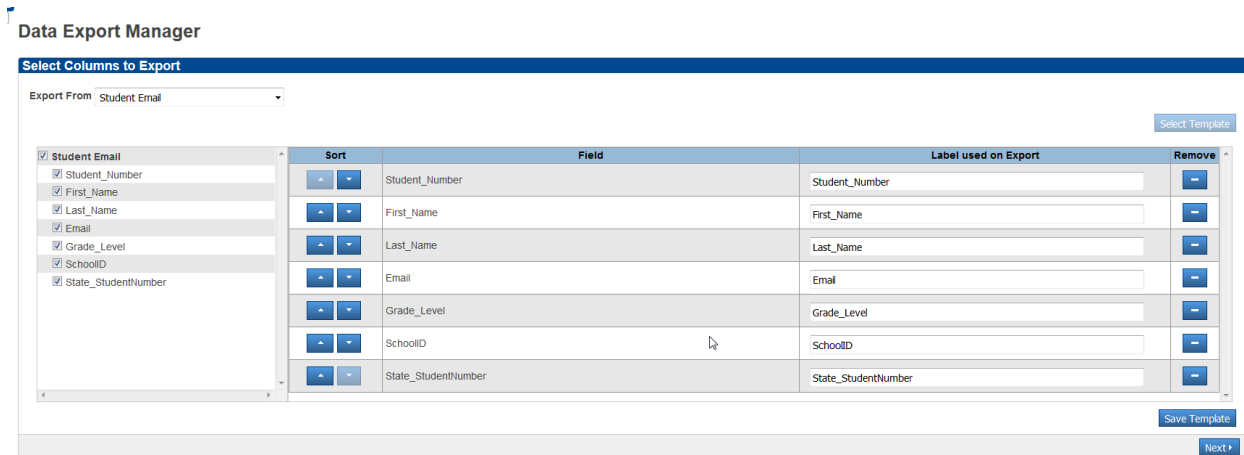


Export Student Emails from PowerSchool

1. On the start page **select your students** (**this must be done first before proceeding on*)
2. On start page click **Special Functions**
3. Click **Importing & Exporting**
4. Click **Data Export Manager**
5. Select **Student Email** from the *Export From* field



6. Check **Student Email** box to select all field names to be exported



7. Click **Next** button
8. The *Select Records to Export [from Student Email]* page appears, **Use current student selection: ###** should be checked. If not please check the box.
9. Click **Next** button

Data Export Manager

Select Columns to Export

Select Records to Export [from Student Email]

Use this form to quickly select Student Email records. Leave blank to include all records.

Students to include Use current student selection: 63

[← Prev](#) [Next →](#)

Export Summary and Output Options

10. The *Export Summary and Output Options* page appears (leave the defaults).

11. Click **Export** button

Data Export Manager

Select Columns to Export

Select Records to Export [from Student Email]

Export Summary and Output Options

Export Summary

Records to Export: 63

Export Format

Line Delimiter: CR

Field Delimiter: Tab

Character Set: Windows Ansi

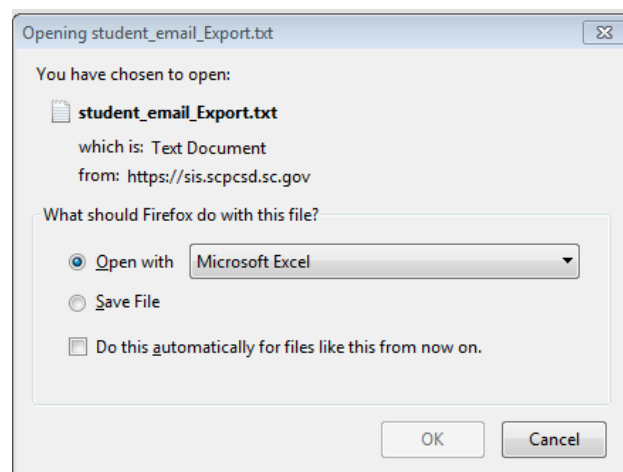
Export Options

Include Column Headers:

Surround "field values" in Quotes:

[← Prev](#) [Export →](#)

12. The *Open student_email_Export* box appears, from here you can select what application you want the exported data to display in.



13. After selecting the application click **OK**. The exported data will display in the application selected.