Exporting Guardian Emails from PowerSchool with Quick Export Function
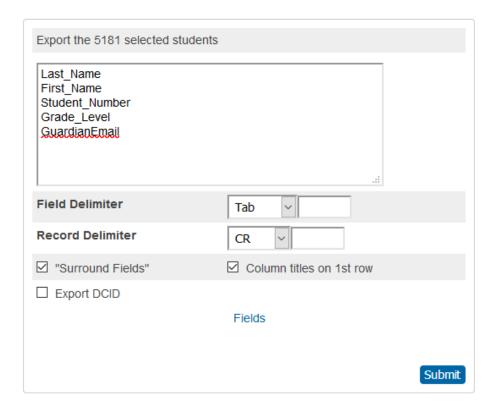
This document instructs the user on how to export guardian emails from PowerSchool using the Quick Export Function.

1. Login to the PowerSchool/admin portal.
2. From the Start Page, select the desired students (Select: All).
3. Select Quick Export from Functions, or

> **Navigation:** Navigate to Start Page > Special Functions > Importing & Exporting > Quick Export

4. Enter the fields you'd like to export, and how you'd like the records to be delimited. See an example below.

Fields to use: Last_Name
First_Name
Student_Number
Grade_Level
GuardianEmail

Export the 5181 selected students

```
Last_Name
First_Name
Student_Number
Grade_Level
GuardianEmail
```

Field Delimiter	Tab
Record Delimiter	CR

☑ "Surround Fields"   ☑ Column titles on 1st row

☐ Export DCID

Fields

Submit

5. Click Submit

> *Note:* You may add additional fields to pull from the students table if you like.

> *Note:* To pull data not listed in the Students table use the
> **[TABLENAME/NUMBER]FIELD_NAME FORMAT**
> (e.g., ([1]lastfirst))