

How to Export Staff Phone Information

- Click the Staff Tab from the 1st page of PowerSchool
- Have the pull down bar to the left of the Search Window to ALL
- Click on the Search “Spy Glass”



This search will give you all of your current staff. In PowerSchool .

Click “Functions” at the bottom right

Select Quick Export

Copy and Paste this into the box:

First_Name
Last_Name
Home_Phone
2nd_home_phone

Hit Submit

Home phone = Home Phone
2nd Home phone = Text Phone

Now you can see who needs phone information added.