# **Early Childhood Extract Spreadsheet**

This document covers how to generate a spreadsheet with Early Childhood fields using Export Templates.

#### **Overview**

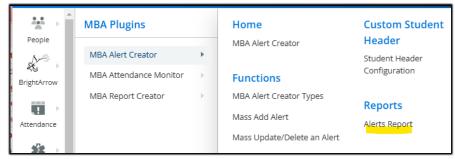
This document will cover the following process:

- 1. Generate report with students that have EC data in the compliance area
- 2. Make those students your current selection
- 3. Use Data & Reporting, Export using Template
- 4. Import results into Excel for review

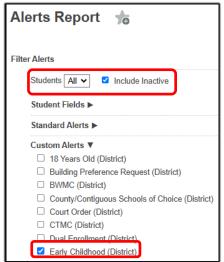
# **Early Childhood Report:**

### 1. Running MBA Alerts Report for Early Childhood

- Go to MBA Plugins
- Under MBA Alert Creator, Reports select Alerts Report



Select the following options: Students All, Include Inactive, Custom Alert, Early Childhood



### 2. Making Early Childhood student your current selection

□ Click on button Make Current Selection

Make Current Selection Export													
Student Number	Student	Grade		lcon	Туре	Alert	Activation	Expires					
45701463		-2											
45701463	Adamus, Alexzander Xavier		-2	¥	Early Childhood	24 MSDS Early Childhood Submission		Never					
45701523		-2											
45701523	Ainsworth, Jaxon Michael		-2	¥	Early Childhood	MSDS Early Childhood Submission		Never					
45058639		-2											
45058639	Allen, Emmitt William		-2	Ť	Early Childhood	MSDS Early Childhood Submission		Never					

 $\hfill\square$  Go to the People Icon, students, search for students

Current Selection Clear All Selection changed to (241) (8)												
Current Student Selection (241)												
Student Student Grade Level Date of Birth School												
	45701463	-2(GSRP)	04/12/2020	ECC3	-							
	45701523	-2(GSRP)	09/12/2020	ECC								
	45058639	-2(GSRP)	02/20/2020	ECC								
	45701030	-2(GSRP)	01/17/2020	ECC2								
	45057710	-2(GSRP)	03/11/2020	ECC2								
	45701430	-2(GSRP)	06/09/2020	ECC								
	45701381	-2(GSRP)	10/07/2019	ECC								
	45701161	-2(GSRP)	08/22/2020	ECC								
	45058027	-2(GSRP)	10/05/2020	ECC2								
	45701447	-2(GSRP)	11/30/2019	ECC	-							

## 3. Next go to Data and Reporting



□ From the Data and Reporting screen select Export, Export Using a Template

Data and Reporting		Data Export Manager
Data Management	Þ	Data Export Manager Templates
Exports	•	Direct Database Export
Form Reports	•	(DDE)
Imports	•	Download PowerSchool Report Templates
Reports	•	Export Templates
Report Queue	•	Export Using Template
District Reports	•	Quick Staff Export
Data Exchange		Quick Student Export

□ Under the Type of Export select Students

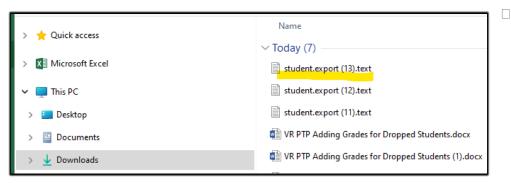
Option	Value	
Type of Export:	<b>~</b>	
	Students	
	Courses	
	Student Schedules	

□ Select Early Childhood Extract Report (RESA.v) and Submit. Report will be saved in Download

Export Using Te	mplate	
Option	Value	
Type of Export:	Students	
Export template?	Early Childhood Extract Report (RESA.v) 🗸	
For Which Records?	The selected 241 students	
		Submit

### 4. Import the data into Excel to create a spreadsheet used for reviewing EC entry.

Open Excel, select your data file, follow prompts from Excel Wizard



Text Import Wizard - Step 1 of 3 ?	$\times$								
The Text Wizard has determined that your data is Delimited.									
If this is correct, choose Next, or choose the data type that best describes your data.									
Original data type									
Choose the file type that best describes your data: O Delimited - Characters such as commas or tabs separate each field.									
<ul> <li>Evaluation of the second second</li></ul>									
Start import at row: 1 🗧 File origin: 437 : OEM United States	$\sim$								
My data has headers.									
Preview of file C:\Users\ramsey.virginia.SCCRESA\Downloads\student.export (13).text.									
Last NameFirst NameMiddle NameUICFiscal Entity TypeFiscal Entity Code									
2 AdamusAlexzanderXavier2514940877D740000109/09/2024105DC7404157 3 AinsworthJaxonMichael1062563507D740000109/09/2024105DC74039256	1								
4 AllenEmmittWilliam9582057901D740000109/09/2024105DC7400952960									
5 ArizolaDominicJames9974460037D740000109/09/2024105DC740392567									
Cancel < Back Next > Finish									

### Review data, send to GSRP coordinator and school coordinator

Last	First	Middle		Fiscal Entity	Fiscal Entity	EC			Exit	Delivery	Deliver	Provider License	Federal Poverty Level	Additional Eligibility	Qualifying
Name	Name	Name	UIC	Туре	Code	Program	Start Date	End Date	Reason	Method	Schedule	Number	Quintile	Factors	Factors
				D	74000	1	9/9/2024			1	5	C74041576	1	7	D
				D	74000	1	9/9/2024			1	5	C74039256	11	8	D
				D	74000	1	9/9/2024			1	5	C74009529	5	5	D
				D	74000	1	9/9/2024			1	5	C74039256	1	2	С
				D	74000	1	9/9/2024			1	5	C74039256	3	02,03,06	С
				D	74000	1	9/9/2024			1	5	C74039256	1	8	D
				D	74000	1	9/9/2024			1	5	C74039256	4	7	D
				D	74000	1	9/9/2024			1	5	C74039256	1	8	D
				D	74000	1	9/9/2024			1	5	C74039256	11	8	D
Blan				D	74000	1	9/9/2024			1	5	C74039256	8	8	D