Interim SACS Extract located on CompassEdu, EduReports 3.0



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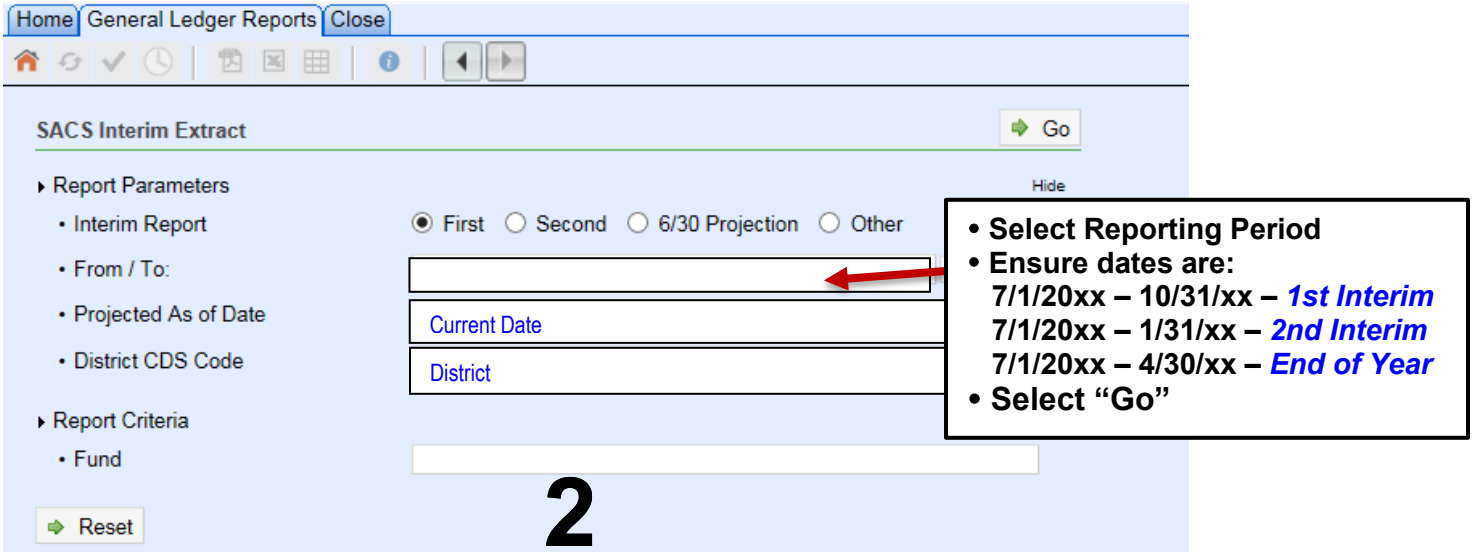
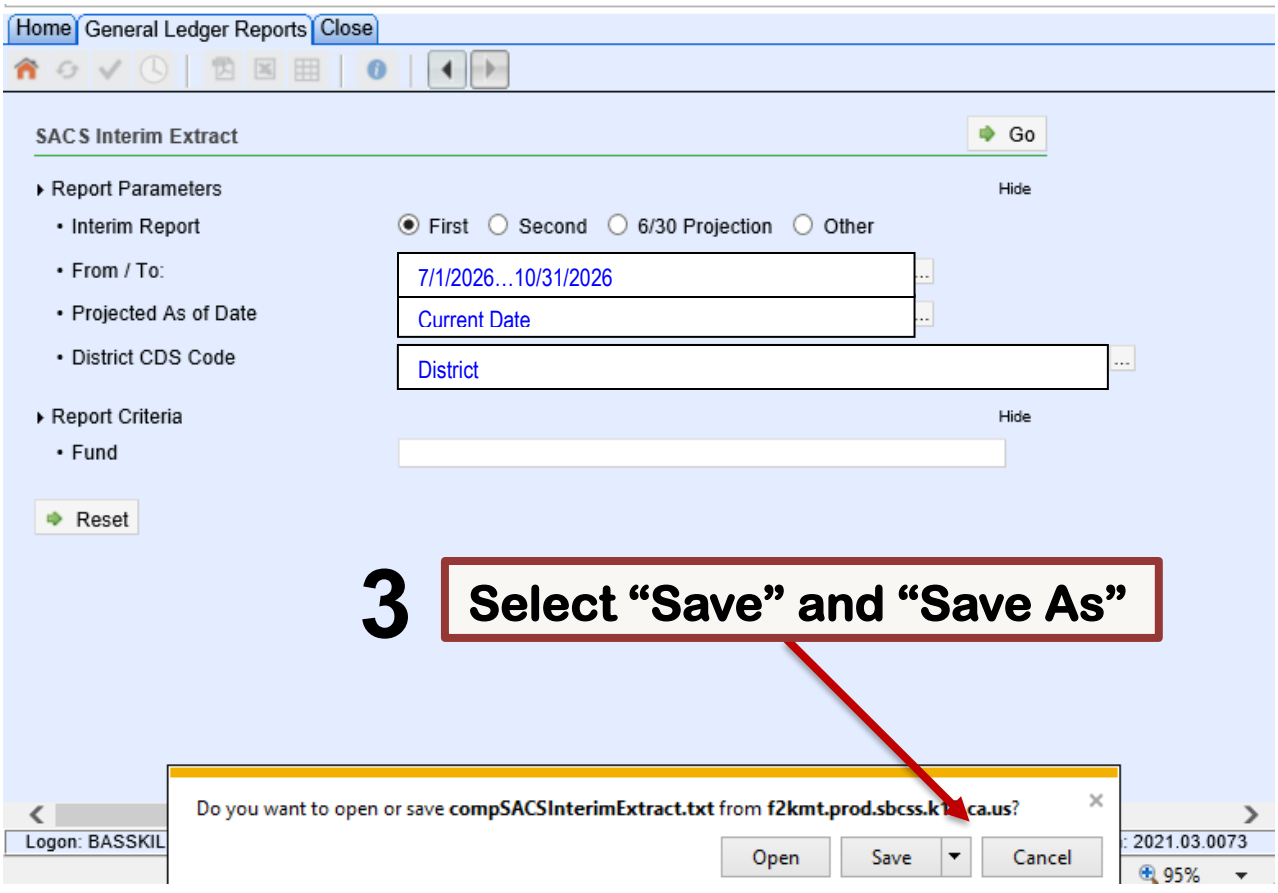


From/To" is the current reporting period (ie: 7/1/20xx..10/31/20xx)



Once your Extract job is done running you will get a pop-up ribbon asking, *"Do you want to open or save"*. Do not Open the File. Select Save As (step 3) to save the file to your Downloads Folder (or wherever you want to save it).

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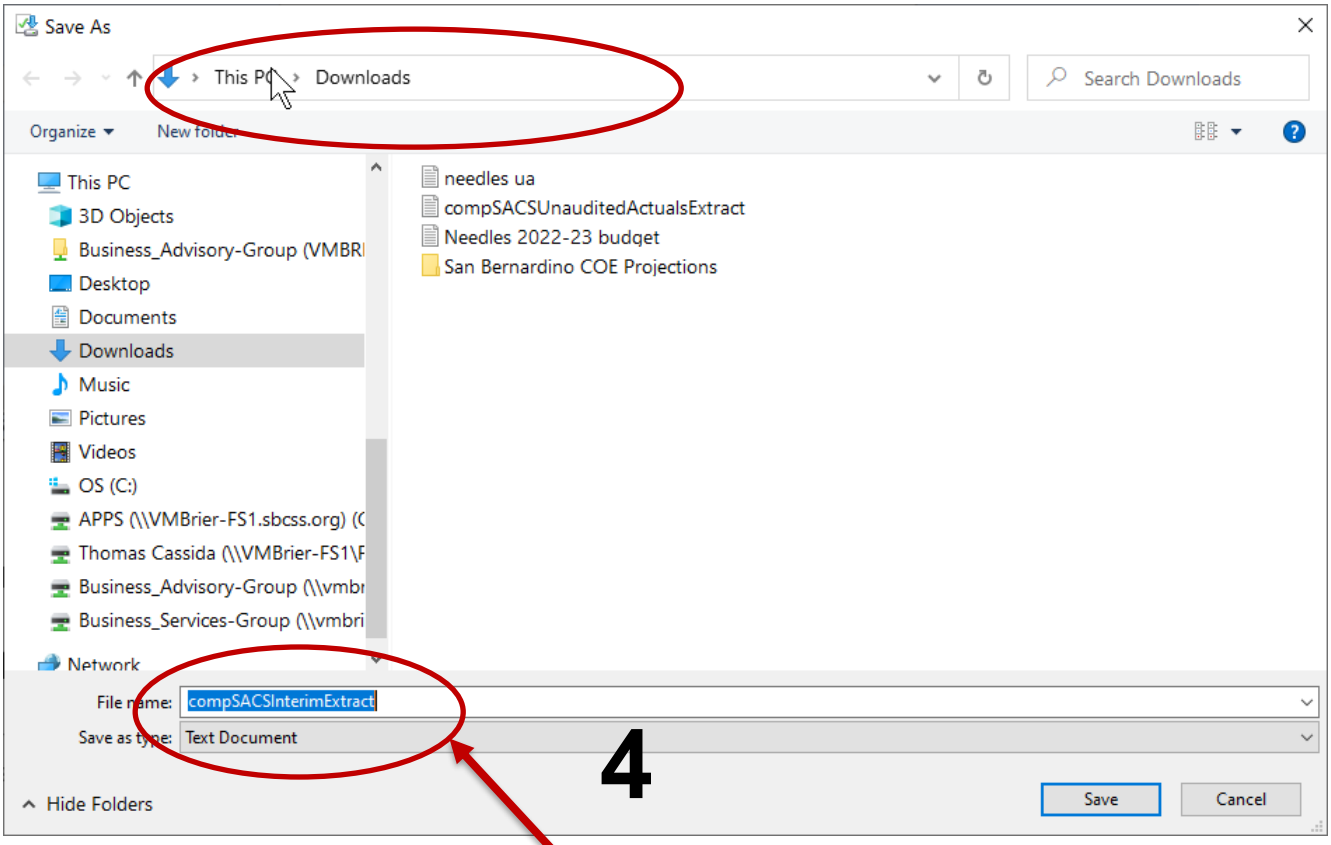

You can change the File Name, but **Do Not** change the Save As Type – must remain as Text Document (step 4).

Once you have saved the Extract file you are ready to Import these data to the SACS software.

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