

Export Templates

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Export Template Downloads

Students

- Lifetouch Student Information: [Lifetouch_Students.pst](#)
- Generic Lunch System: [Lunch_Systems.pst](#)
- Honeywell IA Students: [Honeywell_Students.pst](#)
- Esber Student Data: [Esber_Students.pst](#)
- MealTime Student Data: [MealTime_Students.pst](#)
- Data Director Student Demographics: [DataDirector_StudentDemo.pst](#)
- Data Director Grads: [DataDirector_Grads.pst](#)
- UT Scholarly Savings Account Program: [UT_Scholarship.zip](#)
- Healthcare Process Consulting (HPC) District Roster: [HPC_District_Roster.zip](#) *(updated 09/07/2012)*
- EduLog: [EduLog.zip](#)
- Destiny: [Destiny.zip](#)
- Lunch Box: [LunchBox.zip](#)
- Schedule Star: [ScheduleStar.zip](#)
- Ohio School Pictures: [OhioSchoolPictures.zip](#)
- School Messenger: [SMStudent.zip](#)
- Alert Now: [AlertNowStudent.zip](#)
- EVAAS (Current Year Only): [EVAAS.zip](#) *(reviewed 07/22/2013)*
- Basic Student Information: [Basic Student Info.zip](#)
- ACT Student Export: [ACT_FY18.pst](#)

Courses

- Data Director Course Data: [DataDirector_Course.pst](#)

Student Schedules

- Data Director Schedule Data: [DataDirector_Schedule.pst](#)

Teachers

- Lifetouch Staff Information: [Lifetouch_Staff.pst](#)
- Honeywell IA Staff: [Honeywell_Staff.pst](#)
- Data Director Staff Data: [DataDirector_Staff.pst](#)
- School Messenger: [SMStaff.zip](#)
- Alert Now: [AlertNowStaff.zip](#)

Historical Grades

- Data Director Final Marks: [Data Director Final.pst](#)[DataDirector_Final.pst](#)

How To

Import Export Template

NOTE: *It is possible to have multiple Export/Import templates with the same name. For this reason, it is recommended that existing templates with the same name as those being imported be removed or renamed.*

- From the start page click on **System** under **Setup**.
- Select **Import Report Template**.
- Set the Character Set, browse to and select the downloaded template file and click **Import**.

Export Using Export Template

- With the records to export data for selected, choose **Export Using Template** from the function menu. Alternately, you can directly navigate to the Export Using Template page after selecting the records: **Special Functions->Importing & Exporting->Export using Template**.
- Choose the appropriate type of export from the Type of Export drop-down and Submit. The templates broken down into the type of export values: Students, Courses, Student Schedules, Teachers and Historical Grades.
- Select the Export template from the drop-down menu and Submit.