



PowerSchool Personnel Export Template

These instructions are for those PowerSchool admin users in the Security Group #10 (Principals). This specific personnel export template will pull 54 staff fields into an export file which can be opened in Excel. The template instructions are not published on the PSAdmin page because they pull salary information and not all PowerSchool admins have permissions to view this data.

1. Select all teachers from the start page
2. Click on drop-down functions and choose Export Using a Template
3. From drop-down list of templates, choose Personnel - Full Export (pulls 54 fields)
4. Hit Submit If your browser is not set up to ask you a location to save this file, talk to your IT person for assistance with browser settings.