

Oldest/Only List

PAC

Student Management\Students

Reports Menu

Family Census Reports

Family Listing (Parent/Guardian/Children)

Student Ranges button

Set Grad Year

Oldest/Youngest student → Set to Oldest

Student Entity Button

Set active for both statuses

Select appropriate calendar

Select appropriate school

Miscellaneous button

Report Type: With Students only

Save the Proc List

Go into Data Mining

Add Report (or edit existing)

Setup Fields you want

Last Name

First Name

Homeroom

Sort by Homeroom

Run button to run the report

On the run screen, under Processing List Options,

Select radio button Print Using List

Click to Excel Button to export to Excel.

Pick the Proc List we just made (or the one you want)

Select button.

Export the file to excel.