Extracting Basic Student Data from eTap

These instructions will enable you to extract the basic student data for your Current Students, Leavers and Pre-Enrolled Students using a single process.

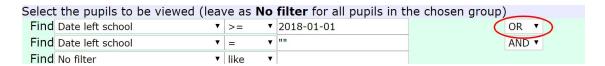## STEP 1 - EXTRACTING THE BASIC STUDENT DATA

Design Student Data Reports

In eTap the Pupil Lists feature is used to obtain the data required for transfer.

1. Log in to eTap as an Administrator
2. Click on **Pupil Lists**
3. Change the Group in the top right of your screen to All Pupils. (this will allow you to obtain Left and Pre-Enrolled students as well as Current)

4. Enter the Filters based on what Leavers you are after. ie. Date left school = "" for current students OR Date left school >= year-month-day of.   This example will give you all current and pre-enrolled students along with student who left after 1/1/2018.

5. Select all the following Basic Data fields
   - Unique ID
   - Preferred Family name (alias)
   - Family name (Legal)
   - Preferred name (alias)
   - First name(s) (Legal)
   - Year
   - Room
   - Gender
   - Caregiver name (s)
   - Address line 1
   - Address line 2
   - Address line 3
   - Postal Code
   - Caregiver phone
   - Mobile
   - eMail
   - Student Email
   - Date of birth
   - Enrolment num.
   - Admission date
   - Date left school

- ○ Ethnic 1
- ○ Ethnic 2
- ○ Ethnic 3
- ○ First language
- ○ Reason for leaving
- ○ Destination
- ○ National Student Number
- ○ First started schooling
- ○ Iwi affiliation 1
- ○ Iwi affiliation 2
- ○ Iwi affiliation 3
- ○ ORS and section 9
- ○ Type of student
- ○ Previous school
- ○ Zoning
- ○ Citizenship
- ○ Full time equivalent
- ○ Maori lang. level
- ○ Early childhood ed. 1
- ○ Pacific medium language
- ○ Pacific medium level
- ○ Tuition weeks
- ○ Tuition fee
- ○ Exchange scheme (if required)
- ○ Boarding status (if required)
- ○ Eligibility criteria
- ○ Eligibility doc
- ○ Eligibility serial
- ○ Eligibility Doc. Expiry
- ○ ECE Hours 1
- ○ No address in MOE file (Privacy)
- ○ No caregivers in MoE file

COLUMNS: Select the pupil information you want to VIEW

☑ Unique ID	☑ Preferred Family Name (Alias)	☑ Family Name (Legal)	☑ Preferred Name (Alias)
☑ First name(s) (Legal)	☑ Year	☑ Room	☑ Gender
☑ Caregiver name(s)	☑ Address line 1	☑ Address line 2	☑ Address line 3
☑ Postal Code	☑ Caregiver phone	☑ Mobile	☑ eMail
☑ Student Email	☑ Date of Birth	☑ Enrolment num.	☑ Admission date
☑ Date left school	☑ Ethnic 1	☑ Ethnic 2	☑ Ethnic 3
☑ First language	☑ Reason for leaving	☑ Destination	☐ ESOL Funded
☑ National Student Number	☑ First started schooling	☑ Iwi affiliation 1	☑ Iwi affiliation 2
☑ Iwi affiliation 3	☑ ORS and section 9	☑ Type of student	☑ Previous school
☑ Zoning Status	☑ Citizenship	☑ Full time equivalent	☑ Maori lang. level
☑ Early childhood ed. 1	☐ Early childhood ed. 2	☐ Early childhood ed. 3	☑ Pacific medium language
☑ Pacific medium level	☐ Teacher	☑ Tuition weeks	☑ Tuition fee
☑ Exchange scheme	☑ Boarding status	☑ Eligibility criteria	☑ Eligibility doc
☑ Eligibility serial	☑ Eligibility Doc. Expiry	☑ ECE hours 1	☐ ECE hours 2
☐ ECE hours 3	☑ No address in MoE file (Privacy)	☑ No caregivers in MoE file	

6. Click **Advanced**

Choose a g

...eader on Screen (HTML) Advanced ☐ Allow Editing

☐ School header   ☐ Show Border   ◉ Auto ○ 100% width

7. Click on Save a csv (middle icon beside the Search box).

8. Save as **Basic Student Data - All Students** in your data transfer folder.　**DO NOT OPEN THIS FILE.**