

Set 'Manage Contacts' in Mass for All Custodial Contacts

1

From the District Office Start Page, click Data and Reporting

The screenshot shows the District Office Start Page with a sidebar on the left containing various menu items: Attendance, Health, School Enrollment, MBA Plugins, Courses and Programs, Data and Reporting (which is highlighted with a red oval), PSCB DEV Reports, District Management, and System Management. The main content area has a search bar at the top with dropdowns for 'Students' and 'All'. Below the search bar is a navigation menu with letters A-Z, numbers -3 to 15, and categories PK3, PK4, K, 1 through 15, F, M, and All. Below this are links for Stored Searches, Stored Selections, View Field List, Advanced, and MultiSelect. A section titled 'Current Student Selection (0)' shows a message: 'There are no search results.' Below this is a 'Daily Bulletin - Tuesday, October 28, 2025' section with a message: 'No bulletin items were found for this date.' Under 'Exited Students', there is a table with columns: Exit Date, School, Last, First, Student Number, and Grade. A message below the table says: 'No exited students for the next 3 days.' Under 'New Students', there is a table with columns: Entry Date, School, Last, First, and Student Number. A message below the table says: 'No new students for the next 5 days.' At the bottom is a 'Legend' section.

2 Click Exports

A screenshot of a web browser displaying the PowerSchool SIS admin home page. The URL is arabcs.powerschool.com/admin/home.html. The left sidebar contains various navigation links: People, Attendance, Health, School Enrollment, MBA Plugins, Courses and Programs, and Data and Reporting. The 'Data and Reporting' link is currently selected. Under 'Data Management', the 'Exports' link is highlighted with a red circle. The main content area is titled 'Duplicate Finder' and lists several options: Duplicate Finder, Duplicate Finder (CrBy), Good/Dup, Scores, Change History Records, Student and Staff Photos, Validate Staff Data, Validate Student Addresses, Validate Student Boundary Membership, and Validate Student Data. A message at the bottom states 'No bulletin items were found for this date.'

3 Click Data Export Manager

A screenshot of a web browser displaying the PowerSchool SIS admin home page. The URL is arabcs.powerschool.com/admin/home.html. The left sidebar contains various navigation links: People, Attendance, Health, School Enrollment, MBA Plugins, Courses and Programs, and Data and Reporting. The 'Data and Reporting' link is currently selected. Under 'Data Management', the 'Exports' link is highlighted with a red circle, and the 'Data Export Manager' link is also visible. The main content area shows a list of export-related options: Data Export Manager Templates, Direct Database Export (DDE), Download PowerSchool Report Templates, Export Templates, Export Using Template, Quick Staff Export, and Quick Student Export. A message at the bottom states 'No bulletin items were found for this date.'

4 Choose "Show All"

Export My Templates Scheduled System Templates

Some or all categories and/or data sets may not be visible if you do not have an assigned role or your assigned role(s) do not permit access to any of the data sets.

By performing or scheduling an export on this page of Customer Data from this institution's instance of PowerSchool SIS, you are expressly warranting that you have the authority from the applicable institution, the data owner, to export the data. Moreover, you acknowledge and indemnify PowerSchool from any claim resulting from your action to export the data to another location. You assume all responsibility for the security of the Customer Data in the location to which it is exported. PowerSchool will log your scheduling of the export from this page.

Select Columns to Export

Category

Export From

Tables
Database Extensions
PowerSchool Data Sets
Additional Data Sets
Show All

Academic and Career Plans
Asset Management
Attendance
Auth/Session Management
Contact Information
Course Prerequisites
Current Year Sched
Data Validation
District Calendar
Document Attachment
Document Management
Fees
Fitness
Grading

Select Records to Export

Export Summary and Output Options

5 Choose "ALSDE Contact Management: Manage Contacts Import"

Export My Templates Scheduled System Templates

Some or all categories and/or data sets may not be visible if you do not have an assigned role or your assigned role(s) do not permit access to any of the data sets.

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Select Columns to Export

Category

Show All

Export From

ACTIVITIES
AGG_Att_Detail
AGG_Attendance
ALSDE Contact Management: Manage Contacts Import
ASSETINVOWNER: List of asset ownership for an asset inventory
ASSETINVOWNER: List of course independent assets and inventory ownership
ASSETINVOWNER: List of enrolled courses and associated assets and inventory ownership
ATN_ConsecutiveProcessing
ATN_MeetingConversion
ATN_NotifyRecToProcess
Academic and Career Plans: Location
Academic and Career Plans: Setup
Academic and Career Plans: Student Programs
AcademicAndCareerPlans: Get CareerTech Courses by StudentId
AcademicAndCareerPlans: Get Cluster Types
AcademicAndCareerPlans: Get Credential Types
AcademicAndCareerPlans: Get Credentials
AcademicAndCareerPlans: Get Credentials with Programs and Clusters

Select Records to Export

Export Summary and Output Options

6 Select both fields

The screenshot shows the 'Data Export Manager' interface. On the left, there's a sidebar with various menu items like Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting (which is currently selected), PSCB DEV Reports, District Management, System Management, and Applications. The main area has tabs for Export, My Templates, and Scheduled System Templates. A warning message at the top states: "By performing or scheduling an export on this page of Customer Data from this institution's instance of PowerSchool SIS, you are expressly warranting that you have the authority from the applicable institution, the data controller of the Customer Data, to conduct this export. Moreover, you acknowledge and indemnify PowerSchool from any claim resulting from your action to export the data to another location. You assume all responsibility for the security of the Customer Data in the location where the Customer Data is to be exported. Finally, you acknowledge that PowerSchool will log your scheduling of the export from this page." Below this is a section titled "Select Columns to Export". It includes a "Category" dropdown set to "Show All" and an "Export From" dropdown set to "ALSDE Contact Management: Manage Contacts Import". The "Field" column lists two items: "U_SCD_X.MANAGECONTACTS" and "U_SCD_X.STUDENTCSTUDENTCONTACTDETAILID". A red circle highlights the "U_SCD_X" category in the tree view.

7 Click Next

The screenshot shows the next step in the export process. It features a "Show All" dropdown and an "ALSDE Contact Management: Manage Contacts Import" dropdown. Below is a table with columns for Sort, Field, Labels Used on Export, and Remove. Two rows are present: one for "U_SCD_X.MANAGECONTACTS" with the label "U_SCD_X.MANAGECONTACTS" and one for "U_SCD_X.STUDENTCSTUDENTCONTACTDETAILID" with the label "U_SCD_X.STUDENTCSTUDENTCONTACTDETAILID". At the bottom right, a "Next >" button is highlighted with a red circle.

8 Click Show Records to confirm data

Customer Data from this institution's instance of PowerSchool SIS, you are expressly warranting that you have the authority from the applicable institution, the data controller of the Customer Data, to conduct this export. Any claim resulting from your action to export the data to another location. You assume all responsibility for the security of the Customer Data in the location where the Customer Data is to be exported. Finally, you export from this page.

gement: Manage Contacts Import

Value

Export All Rows Export Filtered Rows [Clear](#) [Show Records](#)

Get field definitions for the selected records: [Get Data Dictionary Field Definitions](#)

[Next >](#)

9 Click Next

Export All Rows Export Filtered Rows [Clear](#) [Show Records](#)

u_scd_x.managecontacts	u_scd_x.studentstudentcontactdetailid
1	53
1	55
1	60
1	63
1	66
1	68
1	70
1	78
1	84
1	85
1	90
1	91
1	97
1	102
1	103
1	104
1	105
1	107

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View 1 - 20 of 4359

Get field definitions for the selected records: [Get Data Dictionary Field Definitions](#)

[Next >](#)

10 Rename the file if you choose and set your export parameters

Customer Data from this institution's instance of PowerSchool SIS, you are expressly warranting that you have the authority from the applicable institution, the data controller of the Customer Data, to conduct this export. I understand that by clicking the "Export" button below, I am releasing Customer Data to another location. You assume all responsibility for the security of the Customer Data in the location where the Customer Data is to be exported. Finally, you are responsible for any claim resulting from your action to export the data to another location.

Management: Manage Contacts Import

4359

NQ - edu.alisde.students.contacts.managecontactsimport_export.txt

CR

Tab

Mac Roman

11 Click Export

Management: Manage Contacts Import

4359

NQ - edu.alisde.students.contacts.managecontactsimport_export.txt

CR

Tab

Mac Roman

Save Template

12 Find the file in your Downloads directory

The screenshot shows the PowerSchool Data Export Manager interface. On the left, a sidebar lists various institutional data categories. The main area displays the 'Select Columns to Export' and 'Select/Edit Records from ALSDE Contact Management: Manage Contacts Import' sections. Below these, the 'Export Summary and Output Options' section is visible, containing fields for 'Records to Export' (set to 4359), 'Export File Name' (set to 'NQ - edu.alisde.students.contacts.managecontactsimport_export.txt'), and 'Export Format' settings. A 'Save Template' and 'Export' button are at the bottom right. In the top right corner of the browser window, a 'Recent Download History' sidebar is open, showing a single entry: 'NQ - edu.alisde.students.contacts.managecontactsimport_export.txt' (34.7 KB, Done). This entry is circled in orange.

13 Review the file to confirm the contents or duplicate it to create a test file to import a few test records.

This screenshot is similar to the previous one but focuses on the 'Downloads' folder. The 'Downloads' tab is selected in the sidebar. Inside the folder, a file named 'NQ - edu.alisde.students.contacts.managecontactsimport_export.txt' is listed. The file is described as a 'Plain Text Document' (36 KB) and was 'Created' on 'Tuesday Oct 28 8:07 AM'. The rest of the interface is identical to the first screenshot, showing the export configuration screen.

14 Click Data and Reporting from the left menu

The screenshot shows the PowerSchool SIS interface. On the left, there is a vertical navigation menu with various icons and labels. The 'Data and Reporting' icon is highlighted with a blue background. The main content area has a header 'Select Columns to Export' and a sub-header 'Select/Edit Records from ALSDE Contact Management: Manage Contacts Import'. Below these, there is a section titled 'Export Summary and Output Options' which includes 'Export Summary', 'Export Format', and 'Export Options'. The 'Export Format' section contains fields for 'Export File Name' (set to 'NQ - edu.alsde.students.contacts.managecontactsimport_export.txt'), 'Line Delimiter' (set to 'CR'), 'Field Delimiter' (set to 'Tab'), and 'Character Set' (set to 'Mac Roman'). The 'Export Options' section includes checkboxes for 'Include Column Headers' (checked) and 'Surround "field values" in Quotes'.

15 Click Imports

The screenshot shows the PowerSchool SIS interface. The left navigation menu has the 'Data and Reporting' section selected, with its icon highlighted. Within the 'Data and Reporting' section, the 'Imports' option is also highlighted with a red circle. The main content area displays the 'Data Export Manager' interface, specifically the 'Manage Contacts Import' section. It shows a warning message about exporting data, the record count '4359', and export format settings identical to the previous screenshot (File Name: 'NQ - edu.alsde.students.contacts.managecontactsimport_export.txt', Line Delimiter: 'CR', Field Delimiter: 'Tab', Character Set: 'Mac Roman').

16 Click Data Import Manager

The screenshot shows a web browser window for Chrome with the URL arabcs.powerschool.com/admin/datamgmt/exportmanager.action. The main content area is titled "Data and Reporting" and contains a "Exports" section with a "Data Import Manager" option highlighted by a red circle. The right side of the screen displays a "Manage Contacts Import" interface with a file input field containing "NQ - edu.aisde.students.contacts.managecontactsimport_export.txt".

17 Choose your source file

The screenshot shows the "Data Import Manager" page with the "Import" tab selected. A red circle highlights the "Choose File" button under the "Source:" label. Below it is a dropdown menu labeled "Import Into:". The page also includes sections for "Map Columns" and "Select Options".

18 Click "menu item"

The screenshot shows the 'Data Import Manager' page in PowerSchool SIS. On the left, there's a vertical navigation bar with categories like People, Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting (which is selected), PSCB DEV Reports, District Management, and System Management. The main area has tabs for Import, My Templates, and Scheduled System Templates. A message at the top says, 'Some or all categories and/or data sets may not be visible if you do not have an assigned role or your assigned role(s) do not permit access to any of the data sets.' Below this is a 'Select Source and Target' section. Under 'Source', there's a 'Choose File' button with the path 'NQ - edu.al...ort_export.txt'. Under 'Import Into', a dropdown menu is open, listing various targets. The target 'U_SCD_X' is highlighted with an orange circle.

19 Click "U_SCD_X"

This screenshot is from the same 'Data Import Manager' page as the previous one. The navigation bar and overall layout are identical. The 'Import Into' dropdown menu is open again, showing a long list of target options. The option 'U_SCD_X' is highlighted with an orange circle.

20 Click Next

You do not have an assigned role or your assigned role(s) do not permit access to any of the data sets.

[]

Font: **fc Roman** ▾

Next ▶

21 Confirm the auto field mapping and click Next

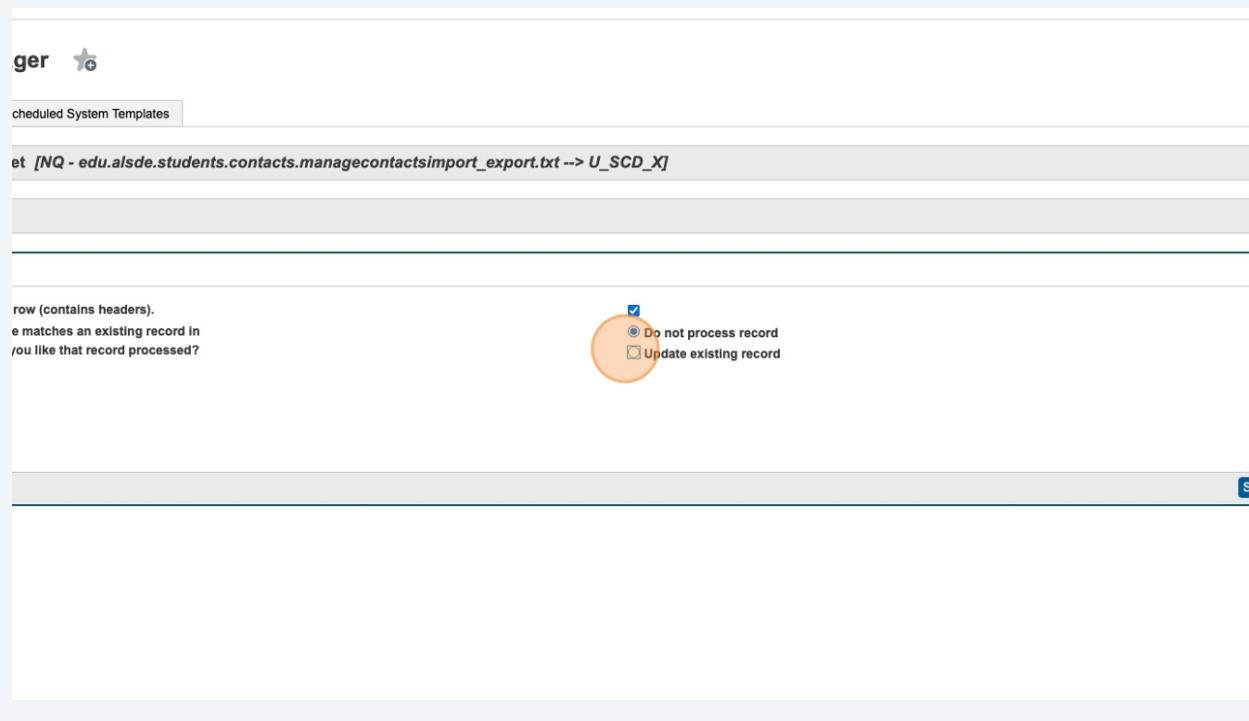
`ents.contacts.managecontactsimport_export.txt --> U_SCD_X]`

Select Template

PowerSchool Field
U_SCD_X_ManageContacts
U_SCD_X_STUDENTCSTUDENTCONTACTDETAILID

Next ▶

22 Choose to update existing record



23 Final Step: This will initiate the import. Click Import

