

# Mass Allow 'Manage Contacts' for Custodial Contacts

- From District Office Start Page, click 'Data and Reporting'

The screenshot shows a Chrome browser window displaying the PowerSchool SIS Start Page. The URL is [arabcs.powerschool.com/admin/home.html](https://arabcs.powerschool.com/admin/home.html). The page has a blue header with the PowerSchool logo and navigation links like 'Start Page', 'District Zoning L...', 'Tyler Tech', 'ACS PS Custom', etc. On the left, there's a sidebar with various menu items: People, Attendance, Health, School Enrollment, MBA Plugins, Courses and Programs, Data and Reporting (which is circled in orange), PSO DEV Reports, District Management, and System Management. The main content area shows sections for 'Start Page', 'Current Student Selection (0)', 'Daily Bulletin - Friday, September 12, 2025', and 'Exited Students'. The top right of the page shows 'Blur Students Data: [checkbox]', 'District Office', '25-26 Semester 1', and 'Keyboard Shortcuts'.

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## Click Exports

The screenshot shows the PowerSchool SIS administration interface. The left sidebar has a 'Data and Reporting' section with 'Exports' highlighted by a red circle. The main content area shows a 'Duplicate Finder' tool with various validation options like 'Validate Staff Data' and 'Validate Student Boundary Membership'. A message at the bottom says 'No bulletin items were found for this date.'

3

## Click Data Export Manager

The screenshot shows the same PowerSchool SIS administration interface. Now, the 'Data Export Manager' option under the 'Exports' section in the sidebar is highlighted by a red circle. The main content area shows a list of export methods including 'Direct Database Export (DDE)', 'Download PowerSchool Report Templates', and 'Export Using Template'. A message at the bottom says 'No bulletin items were found for this date.'

#### 4 Choose "Database Extensions"

##### Export Manager

My Templates Scheduled System Templates

One 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.

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, 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 knowledge that PowerSchool will log your scheduling of the export from this page.

Select Columns to Export

Category

Export From

Select Records to Export

Export Summary and Output Options

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

#### 5 Choose "U\_SCD\_X"

My Templates Scheduled System Templates

One 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

Export From

Select Records to Export

Export Summary and Output Options

U\_PSDS\_XREF\_DATA

U\_PSDS\_XREF\_ENRENTRYCODES

U\_PSDS\_XREF\_ETHNICSCHED

U\_PSDS\_XREF\_FEDETHNIC

U\_PSDS\_XREF\_GPAMETHOD

U\_PSDS\_XREF\_GRADELEVEL

U\_PSDS\_XREF\_GRADESCALE

U\_PSDS\_XREF\_IMM

U\_PSDS\_XREF\_INOW\_TERMS

U\_PSDS\_XREF\_SCHDMEETING

U\_PSDS\_XREF\_SCHEDULETERM

U\_PSDS\_XREF\_SCHEDULEDAY

U\_PSDS\_XREF\_SCHOOLS

U\_PSDS\_XREF\_STAFFGROUP

U\_PSDS\_XREF\_STOREDCODE

U\_PSDS\_XREF\_TESTSCORES

U\_PSDS\_XREF\_TIMESLOT

U\_PSDS\_XREF\_WITHDRAWCODES

U\_REPORT\_CARD\_STYLES

U\_SCD\_X

U\_SETTINGS

U\_SQL

U\_STANDARD\_TRANSLATIONS

U\_STUDENTS\_ALCT

U\_STUDENTS\_ALCUSTOM

U\_STUDENTS\_REPORT\_CARDS

U\_STUDENT\_CUSTOM\_ALERT\_INFO

U\_STUDENT\_LOCKER\_INFO

U\_TCHR\_EARNED\_LEAVE

U\_TCHR\_ROLLOVER\_LEAVE

U\_TEACHER\_ATT\_CODE

U\_TEACHER\_ATT\_DATA

U\_TN\_STUDENTS\_ALERTS

**6** From the U\_SCD\_X table, select 'STUDENTCSTUDENTCONTACTDETAILID'

The screenshot shows the 'Select Columns to Export' page in the PowerSchool Data and Reporting module. The left sidebar lists various institutional categories. The 'Data and Reporting' section is selected. The main area shows the 'Select Columns to Export' interface. Under 'Category', 'Database Extensions' is selected. Under 'Export From', 'U\_SCD\_X' is selected. In the 'Select All' dropdown, 'STUDENTCSTUDENTCONTACTDETAILID' is checked. The right panel displays the selected field 'U\_SCD\_X.STUDENTCSTUDENTCONTACTDETAILID'.

**7** From the U\_SCD\_X table, select 'ManageContacts'

The screenshot shows the 'Select Columns to Export' page in the PowerSchool Data and Reporting module. The left sidebar lists various institutional categories. The 'Data and Reporting' section is selected. The main area shows the 'Select Columns to Export' interface. Under 'Category', 'Database Extensions' is selected. Under 'Export From', 'U\_SCD\_X' is selected. In the 'Select All' dropdown, 'ManageContacts' is checked. The right panel displays the selected field 'U\_SCD\_X.ManageContacts'.

8

From the STUDENTCONTACTDETAIL table, select 'StudentContactDetailID'

The screenshot shows the 'Select Columns to Export' interface. The 'Category' dropdown is set to 'Database Extensions' and the 'Export From' dropdown is set to 'U\_SCD\_X'. The left pane lists columns under 'Select All' and 'STUDENTCONTACTDETAIL\_STUDENTCONTACTDETAILCOREFIELDS'. The right pane shows the selected fields: 'U\_SCD\_X.STUDENTCSTUDENTCONTACTDETAILID' and 'U\_SCD\_X.ManageContacts'.

Sort	Field
	U_SCD_X.STUDENTCSTUDENTCONTACTDETAILID
	U_SCD_X.ManageContacts

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From the STUDENTCONTACTDETAIL table, select 'ISCUSTODIAL'

The screenshot shows the 'Select Columns to Export' interface. The 'Category' dropdown is set to 'Database Extensions' and the 'Export From' dropdown is set to 'U\_SCD\_X'. The left pane lists columns under 'Select All' and 'STUDENTCONTACTDETAIL\_STUDENTCONTACTDETAILCOREFIELDS'. The right pane shows the selected fields: 'U\_SCD\_X.STUDENTCSTUDENTCONTACTDETAILID', 'U\_SCD\_X.ManageContacts', 'STUDENTCONTACTDETAIL.StudentContactDetailID', and 'STUDENTCONTACTDETAIL.ISCUSTODIAL'.

Sort	Field
	U_SCD_X.STUDENTCSTUDENTCONTACTDETAILID
	U_SCD_X.ManageContacts
	STUDENTCONTACTDETAIL.StudentContactDetailID
	STUDENTCONTACTDETAIL.ISCUSTODIAL

## 10 Click Next

er 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.

Sort	Field	Labels Used on Export	Remove
	U_SCD_X		
	U_SCD_X.STUDENTCSTUDENTCONTACTDETAILEDID	U_SCD_X.STUDENTCSTUDENTCONTACTDETAILEDID	-
	U_SCD_X.ManageContacts	U_SCD_X.ManageContacts	-
	STUDENTCONTACTDETAIL.StudentContactDetailID	STUDENTCONTACTDETAIL.StudentContactDetailID	-
	STUDENTCONTACTDETAIL.ISCUSTODIAL	STUDENTCONTACTDETAIL.ISCUSTODIAL	-

**Next >**

## 11 Click to 'Show Records' to confirm queried results

er 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.

Value	+

Export All Rows  Export Filtered Rows  **Show Records**

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

**Next >**

## 12 Click Next

The screenshot shows a table with four columns. The first column, 'studentcontactdetail.studentcontactdetailid', contains values like 53, 55, 57, 60, 65, 69, 75, 78, 79, 84, 90, 94, 95, 104, 106, 107, and 114. The second column, 'managecontacts', contains the value 'true' repeated 20 times. The third column, 'studentcontactdetail.studentcontactdetailid', has the same values as the first column. The fourth column, 'studentcontactdetail.iscustodial', contains the value '1' repeated 20 times. At the bottom of the table, there is a page navigation bar with 'Page 1 of 158' and a '20' dropdown. Below the table, a message says 'View 1 - 20 of 3147'. At the bottom right of the page, there is a blue button labeled 'Get Data Dictionary Field Definitions' and a red 'Next >' button.

studentcontactdetail.studentcontactdetailid	managecontacts	studentcontactdetail.studentcontactdetailid	studentcontactdetail.iscustodial
53	true	55	1
	true	57	1
	true	60	1
	true	65	1
	true	69	1
		75	1
	true	78	1
	true	79	1
	true	84	1
	true	90	1
	true	94	1
	true	95	1
	true	104	1
	true	106	1
	true	107	1
	true	114	1

## 13 Choose your preferred file type (txt or csv)

The screenshot shows a configuration page for exporting data. At the top, there are tabs for 'Templates' and 'Scheduled System Templates'. Below that is a legal disclaimer about the export of customer data. The main area is divided into sections: 'Columns to Export', 'Records from U\_SCD\_X', 'Summary and Output Options', 'Format', and 'Options'. In the 'Format' section, there are dropdown menus for 'File Name' (set to 'U\_SCD\_X\_export.txt'), 'Text Limiter' (set to 'CR'), 'Field Limiter' (set to 'Tab'), and 'Character Set' (set to 'Mac Roman'). Under 'Options', there is a checkbox for 'Column Headers' which is checked. The 'Summary' section indicates that 3147 records will be exported.

Templates Scheduled System Templates

By clicking 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 information, to export the data to another location. 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 stored and for ensuring that PowerSchool will log your scheduling of the export from this page.

Columns to Export

Records from U\_SCD\_X

Summary and Output Options

Summary

Records to Export: 3147

Format

File Name: U\_SCD\_X\_export.txt

Text Limiter: CR

Field Limiter: Tab

Character Set: Mac Roman

Options

Column Headers:

## 14 Choose your preferred line delimiter

Export My Templates Scheduled System Templates

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. You further acknowledge that PowerSchool will log your scheduling of the export from this page.

Select Columns to Export

Select/Edit Records from U\_SCD\_X

Export Summary and Output Options

Export Summary

Records to Export: 3147

Export Format

Export File Name: U\_SCD\_X\_export.csv

Line Delimiter: CR  
✓ CR/LF  
LF  
Other

Field Delimiter:

Character Set: mac roman

Export Options

Include Column Headers:

## 15 Choose your preferred field delimiter

Export My Templates Scheduled System Templates

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. You further acknowledge that PowerSchool will log your scheduling of the export from this page.

Select Columns to Export

Select/Edit Records from U\_SCD\_X

Export Summary and Output Options

Export Summary

Records to Export: 3147

Export Format

Export File Name: U\_SCD\_X\_export.csv

Line Delimiter: CR/LF

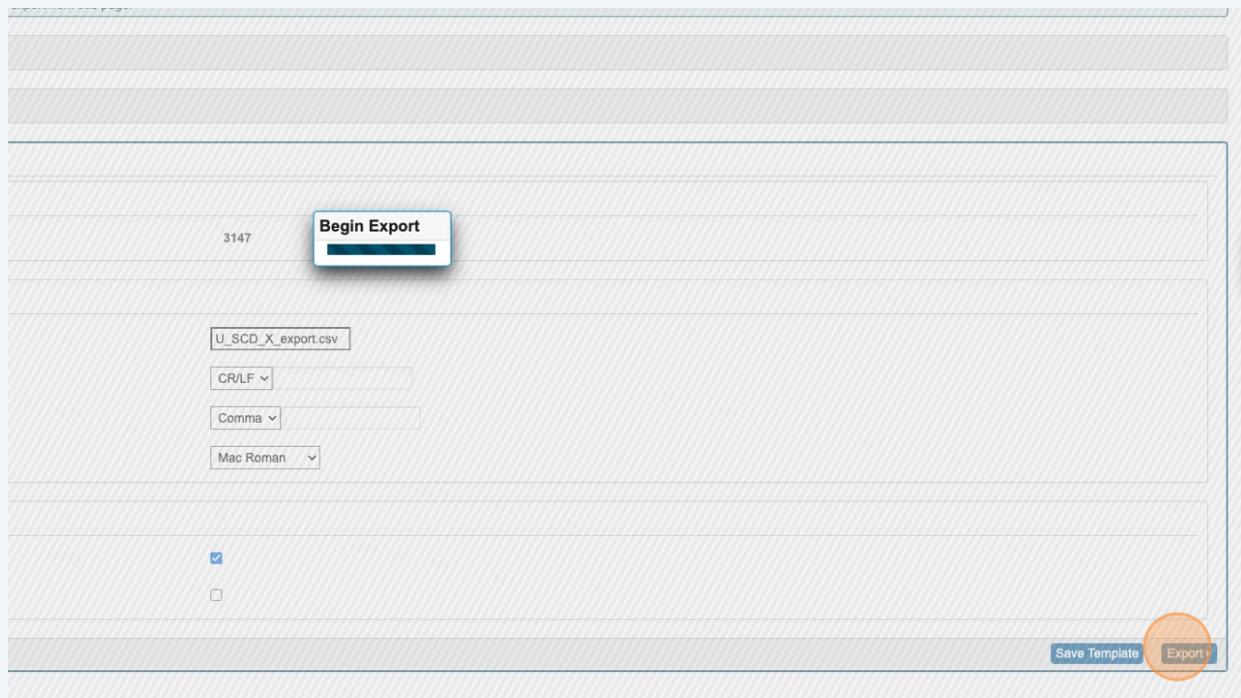
Field Delimiter: Tab  
✓ Comma  
Other

Character Set:

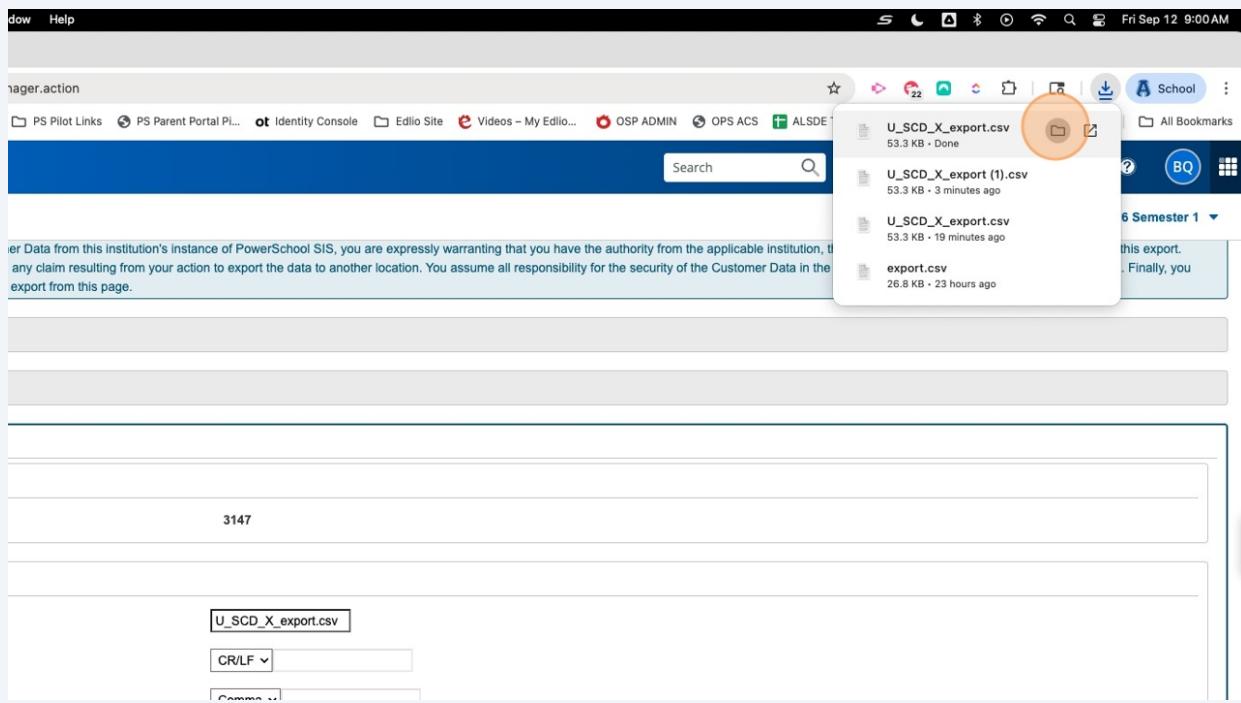
Export Options

Include Column Headers:

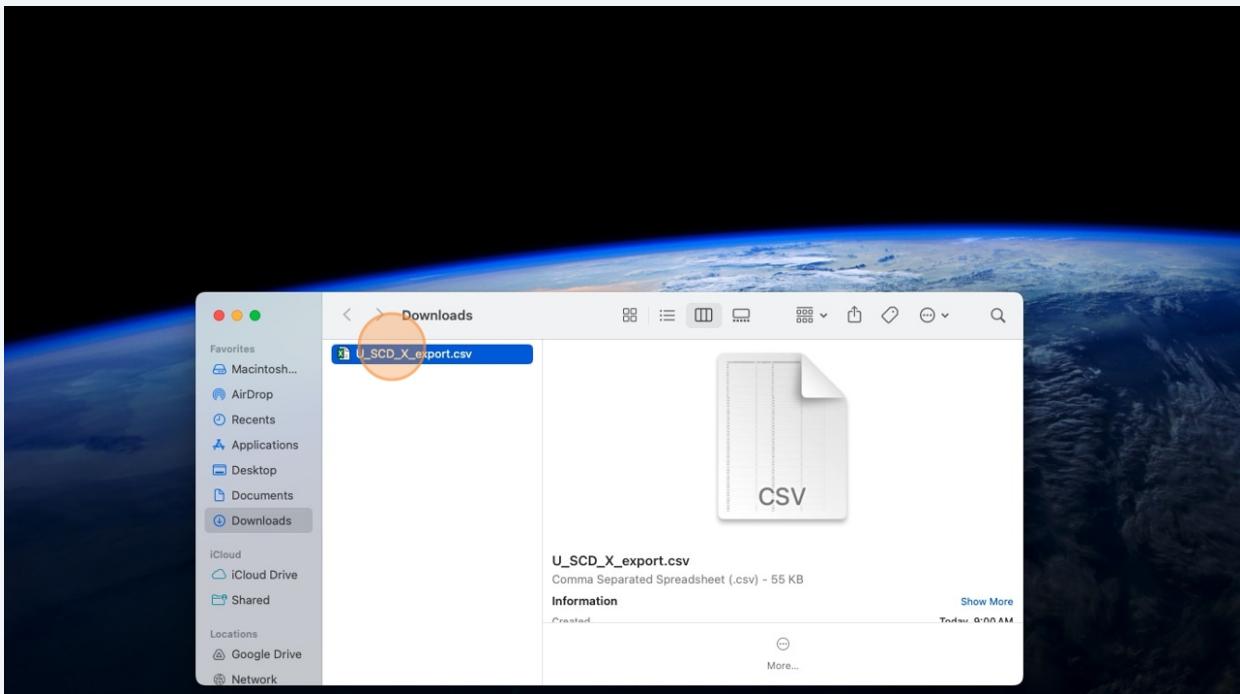
## 16 Click Export



## 17 Locate the exported file in your download destination directory



**18** Open the file in your preferred editing software



**19** In Column B, mark a '1' for each contact you want to grant 'Manage Contacts' permissions (in this case, any contact with a '1' in the ISCUSTODIAL column)

A screenshot of Microsoft Excel showing a spreadsheet with data from a CSV file. The spreadsheet has columns labeled A through H. Column A contains student IDs, Column B contains the 'U\_SCD\_X\_ManageContacts' value, Column C contains 'STUDENTCONTACTDETAIL.StudentContactDetailID', and Column D contains 'STUDENTCONTACTDETAIL.ISCUSTODIAL'. A red circle highlights the value '1' in cell B8, which corresponds to a '1' in cell D8. The rest of the cells in Column B also contain '1's, indicating they meet the criteria for granting 'Manage Contacts' permissions.

**20** Once Column B has been marked appropriately, delete columns C & D.

The screenshot shows a Microsoft Excel spreadsheet titled "U\_SCD\_X\_manage\_contact\_import". A context menu is open over a table with three columns: A, B, and C. The menu is focused on the 'Cut' section, with the 'Delete' option highlighted by a red circle. The table contains data from rows 53 to 178, with column B mostly containing the value '1'. The Excel ribbon and various toolbars are visible at the top.

A	B	C	D	E	F	G	H	I	J	K	L
53	1	53									
55	1	55									
57	1	57									
60	1	60									
65	1	65									
69	1	69									
75	1	75									
78	1	78									
79	1	79									
84	1	84									
90	1	90									
94	1	94									
95	1	95									
104	1	104									
106	1	106									
107	1	107									
114	1	114									
115	1	115	1								
124	1	124	1								
126	1	126	1								
127	1	127	1								
130	1	130	1								
131	1	131	1								
138	1	138	1								
147	1	147	1								
152	1	152	1								
162	1	162	1								
170	1	170	1								
174	1	174	1								
178	1	178	1								

**21** Choose "Save As..." and rename your file to indicate it as your import file.

The screenshot shows the Microsoft Excel application with the 'File' menu open. The 'Save As...' option is highlighted with a red circle. The main Excel window shows a table with columns A through M. The table data starts with row 53 and continues down to row 178, with column B mostly containing the value '1'. The Excel ribbon and various toolbars are visible at the top.

A	B	C	D	E	F	G	H	I	J	K	L	M
53	1											
55	1											
57	1											
60	1											
65	1											
69	1											
75	1											
78	1											
79	1											
84	1											
90	1											
94	1											
95	1											
104	1											
106	1											
107	1											
114	1											
115	1											
124	1											
126	1											
127	1											
130	1											
131	1											
138	1											
147	1											
152	1											
162	1											
170	1											
174	1											
178	1											



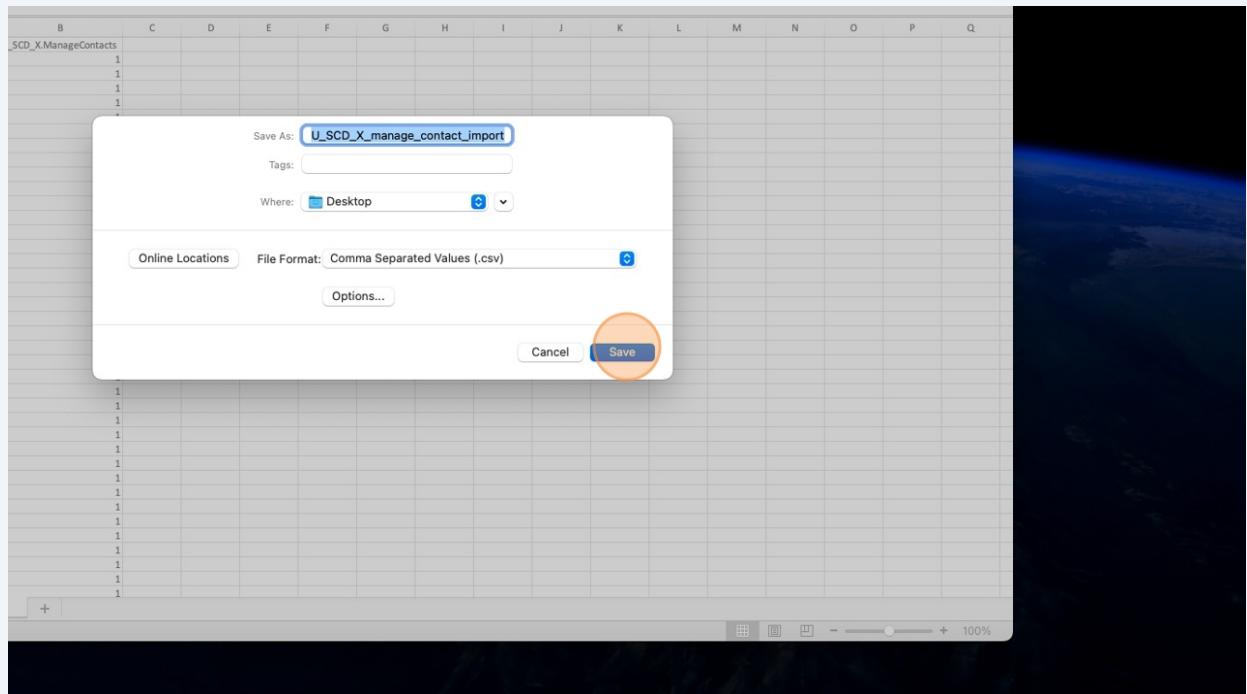
**Alert!** - It is strongly recommended to do a **TEST IMPORT** with one record before processing a full batch import!



**Tip!** - Duplicate your prepared import file and delete all records except for the first one for testing purposes.

**22**

Choose your directory destination and Click "Save"



## 23 From District Office Start Page, click 'Data and Reporting'

The screenshot shows the PowerSchool SIS Data and Reporting interface. On the left, a sidebar lists various modules: Attendance, Health, School Enrollment, MBA Plugins, Courses and Programs, Data and Reporting (which is highlighted with a blue oval), PSCB DEV Reports, District Management, and System Management. The main content area is titled 'Select Columns to Export' and contains sections for 'Select/Edit Records from U\_SCD\_X', 'Export Summary and Output Options', 'Export Format', and 'Export Options'. In the 'Export Format' section, the 'Export File Name' is set to 'U\_SCD\_X\_export.csv', 'Line Delimiter' is 'CR/LF', 'Field Delimiter' is 'Comma', and 'Character Set' is 'Mac Roman'. Under 'Export Options', 'Include Column Headers' is checked, and 'Surround "field values" in Quotes' is unchecked. A 'Prev' button is at the bottom.

## 24 Choose Imports

The screenshot shows the PowerSchool SIS Data and Reporting interface. The sidebar on the left has the 'Data and Reporting' module selected (highlighted with a blue oval). The main content area is titled 'Data Export Manager' and displays a warning message: 'From this institution's instance of PowerSchool SIS, you are expressly warranting that you have the authority from the applicable organization resulting from your action to export the data to another location. You assume all responsibility for the security of the Customized data on this page.' Below the message, it says '3147' and shows the same export configuration as the previous screenshot: 'U\_SCD\_X\_export.csv', 'CR/LF', 'Comma', and 'Mac Roman'.

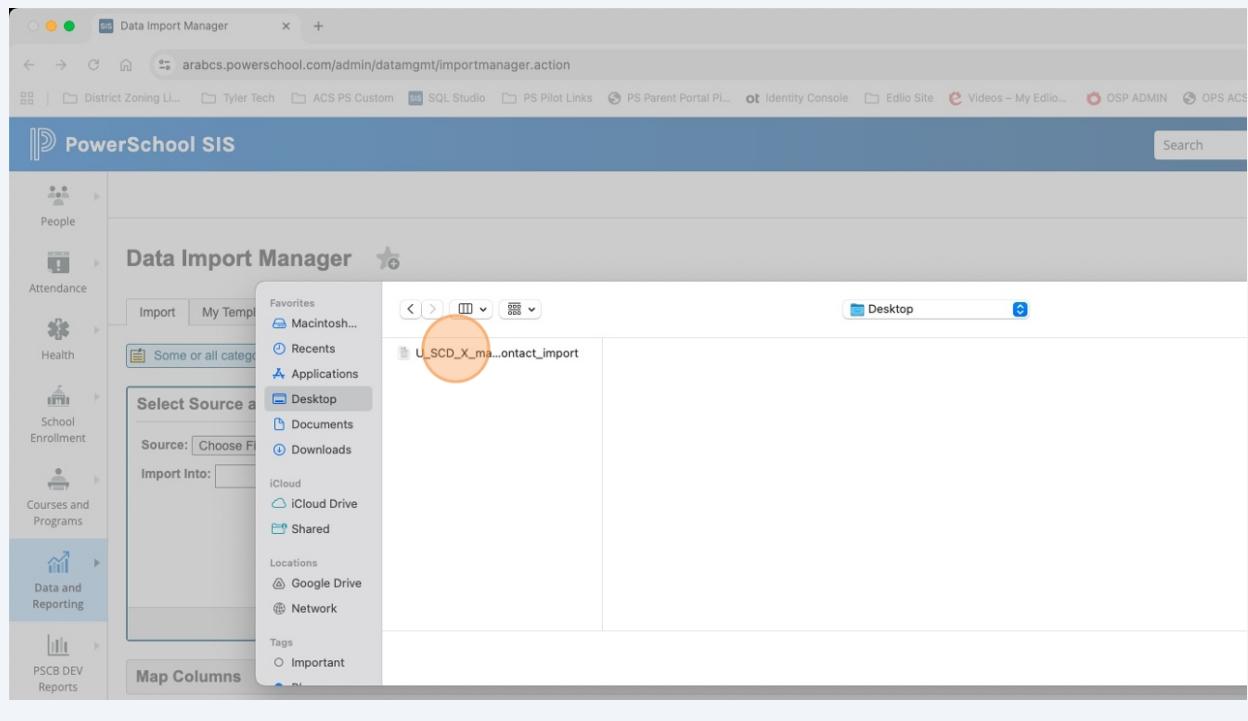
## 25 Choose Data Import Manager

The screenshot shows a Chrome browser window with the URL [arabcs.powerschool.com/admin/datamgmt/exportmanager.action](http://arabcs.powerschool.com/admin/datamgmt/exportmanager.action). The page title is "PowerSchool SIS". On the left, there's a sidebar with various menu items like People, Attendance, Health, School Enrollment, MBA Plugins, Courses and Programs, and Data and Reporting (which is currently selected). The main content area has a heading "Data and Reporting" and a sub-section "Exports". Under "Exports", the "Data Import Manager" option is highlighted with a red circle. A warning message at the top right states: "From this institution's instance of PowerSchool SIS, you are expressly warranting that you have the authority from the applicable resulting from your action to export the data to another location. You assume all responsibility for the security of the Custom on this page." Below the message, there's a file input field containing "U\_SCD\_X\_export.csv", a dropdown for "CR/LF", and a "Comma" button.

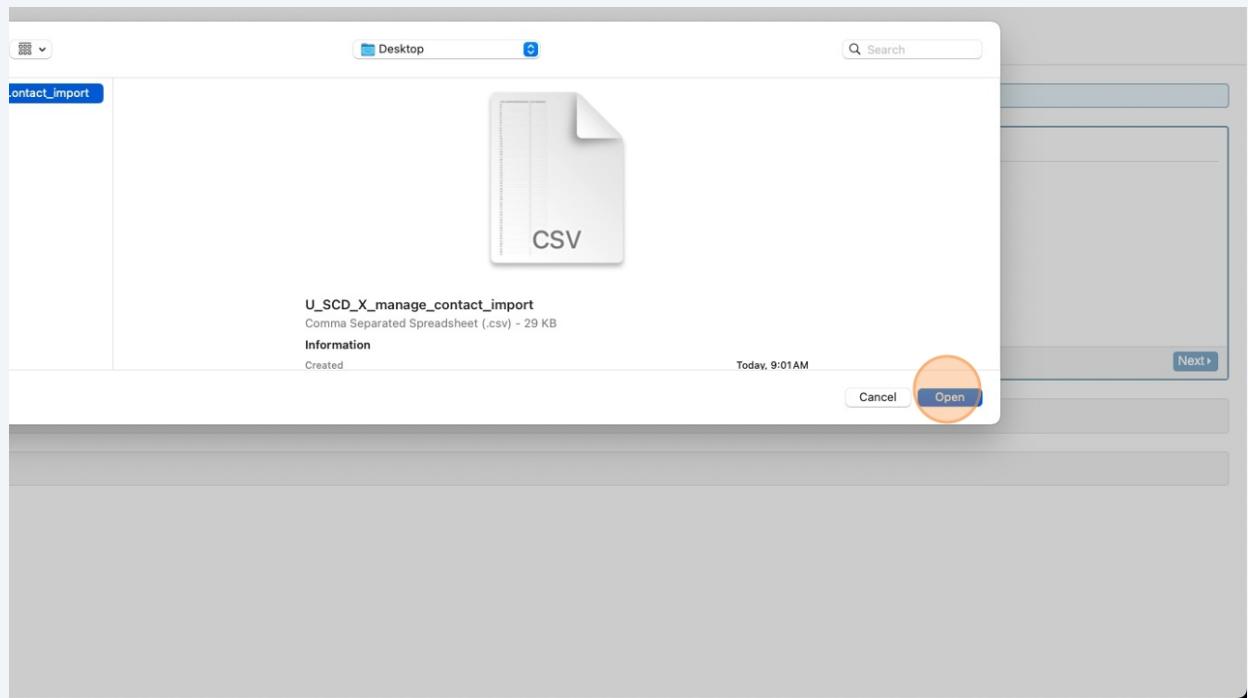
## 26 Click to Choose File

The screenshot shows the "Data Import Manager" page in PowerSchool SIS. The sidebar includes People, Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting (selected), PSCB DEV Reports, and District Management. The main content area has tabs for Import, My Templates, and Scheduled System Templates. A message bar 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 with a "Source" field containing "Choose File No file chosen" and an "Import Into:" dropdown. Further down are sections for "Map Columns" and "Select Options".

## 27 Locate your import file



## 28 Click "Open"



## 29 Choose "U\_SCD\_X" in the Import Into dropdown menu

The screenshot shows the 'Data and Reporting' module in the navigation bar. The 'Import' tab is selected. A dropdown menu titled 'Select Source' is open, showing a list of data sets. The 'Import Into' dropdown menu is also open, showing a list of target options. The option 'U\_SCD\_X' is highlighted with a red circle.

Source: [Choose File] U\_SCD\_X...ntact\_import

Import Into: U\_SCD\_X

Field Delimiter:  Tab  
Comma  
Other

Character Set: Mac Roman

Map Columns

Select Options

## 30 Select the appropriate file type of your import file

The screenshot shows the 'Data Import Manager' interface. The 'Import' tab is selected. A message at the top states: '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. The 'Import Into' dropdown menu is open, showing the option 'U\_SCD\_X' highlighted with a red circle. Other options like 'U\_SETTINGS' and 'U\_SQL' are also listed.

Source: [Choose File] U\_SCD\_X...ntact\_import

Import Into: U\_SCD\_X

Field Delimiter:  Tab  
Comma  
Other

Character Set: Mac Roman

Map Columns

Select Options

**31** 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: Arial Roman

Next >

**32** Confirm the mapping is correct and click Next (if you did not rename the column headers from the exported file, these will match automatically)

contact\_import.csv --> U\_SCD\_X

Select Template

PowerSchool Field
U_SCD_X.STUDENTCSTUDENTCONTACTDETAILID
U_SCD_X.ManageContacts

Next >

**33** Select the 'Update existing record' option

The screenshot shows a software interface with a modal dialog box. At the top left of the dialog, it says "ger" followed by a star icon. Below that is a section titled "cheduled System Templates". A file path "et [U\_SCD\_X\_manage\_contact\_import.csv -> U\_SCD\_X]" is displayed. In the center of the dialog, there is a message: "row (contains headers). e matches an existing record in /you like that record processed?". To the right of the message are two radio buttons: "Do not process record" (unchecked) and "Update existing record" (checked). The "Update existing record" button is highlighted with an orange circle. At the bottom right of the dialog is a small blue "S" icon.

**34** Clicking the Import button will begin the process immediately

The screenshot shows a software interface with a modal dialog box. At the top left of the dialog, it says "contact\_import\_test.csv --> U\_SCD\_X". Below that is a section with question marks. In the center of the dialog, there are two radio buttons: "Do not process record" (unchecked) and "Update existing record" (checked). The "Update existing record" button is highlighted with an orange circle. At the bottom right of the dialog are two buttons: "Save Template" and "Import". The "Import" button is highlighted with an orange circle.

**35**

Once complete, navigate to the Contact Management page on a student's profile and confirm that the Manage Contacts box is now checked.