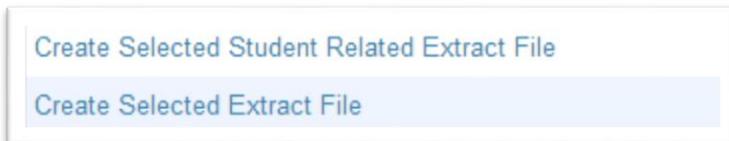


Generating Extracts for Submission to ASD

- 1) From the PowerSchool homepage, navigate Special Functions → Interfaces to other systems → Tennessee Education Information System (EIS).
- 2) Select “Set Current Term Year” and ensure that the term year that you are choosing to report on appears at the top of the page.



- 3) Return to the Tennessee Education Information System (EIS) screen.
- 4) Choose one of the following options based on whether you intend to submit an extract file related to student information or non-student information (e.g. calendar, section, staff).



- 5) Once you move into one of these two screens, select the extract(s) that you want to generate.

PLEASE NOTE

- Choosing to Extract ALL DATABASE RECORDS will pull all information on the extract(s) from your system. It is strongly urged that you only do this the FIRST time that the information is posted.
- Running an extract without Extracting ALL DATABASE RECORDS will only process changes to the system (followed by the “Submit” button being hit) that occurred since the last extract was run.
- Every time that you run an extract, you clear the “changes queue.” If this extract is not posted to EIS, all changes are lost.

- 6) After you hit “Submit,” return to the Tennessee Education Information System (EIS) screen.
- 7) Move down and select View EIS Upload Files.
- 8) Locate the file that you generated and save it to your Desktop.

